

Graduate Studies Program of Study Form

User Guide

Student

Overview:

- Once the form is submitted, the review process will start and which includes review and recommendations by following people
 - Advisor selected in the form
 - Academic program director
 - School of Graduate Studies Records Specialist (allow 10 business days for the form to be processed)
- Once all these recommendations are complete, it will go to the Dean of the School of Graduate Studies for final approval.
- At any point in this process, if a reviewer indicates that the request requires further discussion, the form is sent back to the student to make necessary changes and re-submit. The student will be notified by email in these cases.
- After re-submission, the review process will again start in the same order as above.
- Once final decision by the Dean, an email regarding the decision is sent to student's SCSU email and the completed form is archived in the student's account for future reference.
- If it is determined (by you or a reviewer) that your request should be cancelled, you can cancel the request. Just open the form link if you received an email indicating the form *needs further discussion* and the instructions were to *cancel the request*. Scroll to the bottom of the form, click *cancel request*, then confirm your cancellation.

Student Information

- Data within this section is populated for student who is logged in from the student record system:
 - First, Middle & Last name
 - Star ID
 - Tech ID
 - SCSU & Personal Email
 - Phone
 - SCSU Graduate credits completed
 - Cumulative GPA
 - Active holds
- Any changes to address or phone numbers need to be made through e-Services.

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Star ID:	Tech ID:	
<input type="text"/>	<input type="text"/>	
Email Address (SCSU):	Email Address (personal):	
<input type="text" value="...@go.stcloudstate.edu"/>	<input type="text" value="...@gmail.com"/>	
Phone Number (cell):	Phone Number (home):	
<input type="text"/>	<input type="text"/>	
SCSU Graduate Credits Completed:	Cumulative GPA:	Active Holds:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Changes to address or phone numbers above need to be made through [e-Services](#).*

Program and Advisor Selection

- Select the academic program and advisor for this request
 - Graduate Program
 - Graduate Advisor
- Once form is completed and submitted, this advisor will review the request, before moving on to the Program Director.

Program and Advisor Selection

Please select the academic program specific to this request (i.e. M.S. Information

Graduate Program:

Computer Science MS
▼

Graduate Advisor:

Mark Petzold
▼

I want to:

- Student must consult their advisor before completing these sections.
- At least one section needs to be completed before submitting the request.
- Open each section of the form as necessary for the request that you would like to include within the form. Close the section if you do not want it to be included at this time.
- All fields within each open section are required, with only a couple of exceptions. All required fields are denoted with a red left border on the field.

Select or change my culminating project

- Select the appropriate culminating project (required, only one need to be selected)

- Thesis
- Creative Work
- Field Study
- Starred Paper
- Comprehensive Exam
- Capstone
- Portfolio with a Project
- Portfolio with and Internship or Practicum
- Doctoral Dissertation
- Fill in the number of credits for the culminating project ONLY in the text area (required). Consult advisor if uncertain.
- Check the box to confirm that *select or change my culminating project* section is complete.

Select or change my culminating project ^

Students **must** consult with their advisor before completing this section. A program of study must be selected and filed following admission and prior to the completion of 15 credits in your current graduate program. Failure to file a program of study will result in an incorrect degree audit and a registration hold for future terms. You may review your degree audit through e-services. Also note that a change to the culminating project may change the total number of credits needed to satisfy the minimum degree requirements to earn the degree.

- Thesis (6 cr)
- Creative Work (6 cr)
- Field Study (3-6 cr)
- Starred Paper (0-6 cr)
- Comprehensive Exam (0-3 cr)
- Capstone (1-6 cr)
- Project with Portfolio (0-3 cr)
- Internship/Practicum with Portfolio (1-12 cr)
- Doctoral Dissertation (9-12 cr)

Number of credits:

3

I confirm that this request to select or change my culminating project is complete.

Have electives approved

- List the advisor approved electives for inclusion on degree audit (required, can add up to 10 courses)
 - Department and Course Number
 - Course Title
- Check the box to confirm that *have electives approved* section is complete.

Have electives approved ^

List advisor approved electives for inclusion on the degree audit. Some programs require advisor approval for your choice of electives. It is highly recommended to seek this approval before enrolling in elective credits. (Maximum of 8 courses)

Department and Course Number	Course Title
<input type="text" value="CSCI 511"/>	<input style="border: 1px solid #ccc;" type="text" value="DBMS"/> ✕
Department and Course Number	Course Title
<input type="text" value="IS 560"/>	<input style="border: 1px solid #ccc;" type="text" value="Project Management"/> ✕

+ Add Course

I confirm that this request to have electives approved is complete.

Request substitutions, exceptions, or changes to approved curriculum

- If you checked Substitution, please list the courses to be substituted in place of required courses (at least one; you can add more using the 'add course' button to the lower right)
 - Required course
 - Substituted course
 - Rationale
- If you checked Exception for waiving a regular core course, please fill in the following (required)
 - List requested exception text area
 - Explain reasoning text area
- Check the box to confirm that approval of *curriculum changes* section is complete.

Substitution: A transfer course or comparable course in the program or another graduate program is used in place of a required course, addition of non-standard elective or other course for course changes.

Required Course	Substituted Course	Rationale
CSCI 620	IS 673	IS 673 for CSCI 620 because CSCI 620 is not offered in spring

Exception: Waiving a regular or core course, multiple substitutions, accommodations for changes to licensure requirements, or other substantial alterations to the approved program curriculum. Exceptions require a written rationale from the Program Director for altering the approved curriculum. Transfer courses may not be comparable to SCSU credit requirements. This process can only be used to customize individual students' plan of study. It cannot be used to carry out a curricular change to the program.

List requested exception:

change in core credits

Explain reasoning:

I confirm that this request for approval of curriculum changes is complete.

Transfer (in) coursework

- List all the transfer in coursework credits (at least one; you can add more using the 'add course' button to the lower right)
 - Dept and Course No.
 - Name of Course
 - College or University
 - Semester/Credit Hours
 - Grade Earned
 - Date Completed
 - SCSU Course Equivalent
 - Upload official transcript
- Check the box to confirm that *transfer in coursework* section is complete.

Transfer (in) coursework

Official transcripts of all transfer credits that have been completed are required to be submitted to the School of Graduate Studies before a program can be approved. Transfer courses must be completed within the seven (7) year time frame allowed to complete the degree. NOTE: Doctoral Students - Advanced Standing courses should not be listed here, but in the Advanced Standing section below.

Dept and Course No.	Name of Course	College or University	Semester/Credit Hours	Grade Earned	Date Completed	SCSU Course Equivalent
CS 559	Advance concepts	UNT	3	A	12/10/2021	CSCI 610

Upload **OFFICIAL** transcript if not already on file:

I confirm that this request to transfer in coursework is complete.

Validate coursework completed at St. Cloud State that is over 7 years old

- **Do not** complete this section until after consulting with the School of Graduate Studies Graduate Records Specialist to obtain appropriate instructions (required)
 - Check the box to certify that you have consulted with SGS
 - Enter Full name of SGS staff member
 - Enter Date of consult
 - Upload completed validation documents for courses desired for validation
- Check the box to confirm that *validate coursework* section is complete.

Validate coursework completed at St. Cloud State that is over 7 years old

For use when students return to complete the degree, but coursework is out of date. Do NOT enter any information in this section until AFTER you have consulted with School of Graduate Studies staff and obtained the appropriate instructions, documents, etc. to have validated by SCSU faculty in the course discipline. Your request will ONLY be processed when the official SGS PDF forms have been used, and courses are verified by SCSU faculty within a given discipline, prior to upload.

Admitted students may seek to validate up to 15 credits of previous coursework completed at St. Cloud State University or not more than 50% of credits required for the program. Students must show that they have maintained currency. This process also ensures that the expired credits can be used to issue a degree.

To request a consult with the School of Graduate Studies to begin this process, email graduatestudies@stcloudstate.edu (or) [schedule an appointment with a SGS staff member online](#).

I certify that I have consulted with the full time staff member in SGS prior to submitting this form.

Full name of SGS staff member:

Date of consult:

I confirm that this request to validate coursework is complete.

Change my POS to newer course catalog year

- To change to a newer version of a program catalog, fill in the following (required)
 - Choose the catalog version to which you wish to change your POS
 - List your reason for this request in the text area
- Check the box to confirm that *change my catalog year* section is complete.

Change my POS to newer course catalog year

A new program catalog is issued every term which reflects the most up-to-date version of each of our degree programs. Students may, under certain circumstances, change to a newer version of the curriculum than the one to which they were admitted, but never an older catalog. Such a change must be carefully considered to ensure that the change is to your benefit.

Choose the catalog version to which you wish to change your POS:

Spring semester 2022 ▾

Reason for this request:

I confirm that this request to change my catalog year is complete.

Pursue a double/second major

- Enter the double or second major along with primary major to complete the section (required)
 - What is your primary major
 - What is your double or second major
- Check the box to confirm that *pursue a double major* section is complete.

Pursue a double/second major

Double Major: Use this form if you are a currently admitted student and want to pursue two programs within the same degree type (i.e. English Studies and Rhetoric & Writing).

Second Major: Use this form if you have already earned a degree and wish to add an additional major to that degree (i.e. College Counseling & Student Development and Marriage & Family Therapy)

What is your primary major?

Computer Science

What is your double or second major?

Arts

I confirm that this request to pursue a double major is complete.

Pursue a dual degree

- Data populated for student from ISRS:
 - Programs admitted to
- Fill the following fields for pursuing a dual degree
 - What is your program of study-culminating project? (Or first, if doing two) (required)
 - If you are completing two culminating projects, what is your second project? (required if doing two)
- Enter the courses which are agreed upon between both academic programs (required at least one, can add up to 6)
 - Course Dept and No.
 - Credits
- Check the box to confirm that *pursue a dual degree* section is complete.

Pursue a dual degree ^

Use this form if you are combining two different types of degrees (i.e. MBA and M.S.)

Programs admitted to:

What is your program of study/culminating project? (Or first, if doing two.)

If you are completing two culminating projects, what is your second project?

Enter the courses for the 9-15 cr. agreed upon between both academic programs. Courses cannot be over 7 years old.

Course Dept and No. **Credits** ✕

[+ Add Course](#)

I confirm that this request to pursue a dual degree is complete.

Use earned credit as a non-degree seeking student for a degree program

- Enter the credits which are earned as a non-degree seeking student for a degree program (require at least one, can add up to 4)
 - Course Dept and No.
 - Credits
- Check the box to confirm that *using non-degree credits* section is complete.

Use earned credit as a non-degree seeking student for a degree program ^

Only six graduate credits earned at SCSU prior to formal acceptance by the department to a graduate program, or the credits completed in the first Term of registration (whichever is greater) will be permitted to apply toward completion of a student's graduate program. In unusual circumstances, credit earned in excess of these figures may be considered for approval by the graduate dean through the petition procedure.

Course Dept and No. **Credits** ✕

[+ Add Course](#)

I confirm that this request to use non-degree credits is complete.

Comments or Additional Information

- Comments or additional information text area.
- Attach additional documentation if necessary
 - View and Remove documents is available

<p>Comments or Additional Information</p> <p>If needed/desired, please provide any additional information pertaining to this request.</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	<p>Additional Documentation</p> <p>Provide any additional documentation pertaining to this request.</p> <p style="text-align: center;">Upload Additional Documents</p> <hr/> <p>user-documentation.docx View Remove 3/23/2022 1:19 PM</p>
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Student Acknowledgment

- Student acknowledgment checkbox to confirm that all the information provided in this request is complete and true.
- Submit the form once all the required fields are filled.

Student Acknowledgment

I certify that the information provided in this request is complete and true, to the best of my knowledge.



Submit



Cancel Changes

Email Appendix

All emails start with a greeting:

- Student emails: Dear {student first name}

Submission received, pending Review Process (to student)

- After submitting the form, it should be reviewed by advisor selected in the form, program director, SGS record specialist and then it goes to Graduate Dean for final approval.

Thank you for submitting a School of Graduate Studies Program of Study form, including the following requests:

- Select or change culminating project

Your submission is now in the review process which includes review and recommendation by the following people:

1. Your advisor that you selected in the form
2. The academic program director
3. School of Graduate Studies Records Specialist

Once all three of these, in subsequent order, complete their review, it will go to the Dean of the School of Graduate Studies for final approval.

If at any point in the process, the reviewer indicates that your request requires further discussion, more information, etc., the form will be sent back to you and you will be notified by email, including comments about edits needed. Please consult with your advisor if you have questions prior to resubmitting the form. You, as the student making the request, are the only one that will be able to edit the request, and only at the point that one of the reviewers have sent it back to you.

The email you receive will include a link back to your form to change whatever is necessary based on the reviewer comments.

If you determine that your request is no longer needed at the point that it is sent back to you, you can cancel your request. Click the link to the form from within the email and scroll to the bottom of the form, click on Cancel Request, and then confirm your cancellation.

You can also log in to the forms portal anytime via: <https://forms.stcloudstate.edu> to see at what point your request is in the process. This dashboard contains the following four blocks:

- **My Tasks** – forms that are assigned or sent back to you for further action and resubmission. You can click on the form to edit only at this point, based on the comments provided by the reviewer.
- **My Outstanding Requests** – forms you have submitted and which reviewer stage it is currently at. You can view the form at this point, but cannot edit anything within it.
- **My Submitted Forms** – all forms that you have previously submitted, including active and fully completed forms.
- **Forms I can Submit** – all forms that you have access to submit, based on your role within the University. All graduate forms will soon be available here.

Timing from student submission to final approval from the School of Graduate Studies can vary pending recommendation and potential edits which may be required at any stage. Within 10 business days of reaching the School of Graduate Studies, you can expect to be notified if your request was approved or denied, processed, and if needed, updated on your Degree Audit Report (DARS).

Thank you,
School of Graduate Studies

Re-submission request (to student)

- If any one of the reviewer selects the option needs further discussion, the form is sent back to student for re-submission.
- Make the necessary changes and re-submit the form, which again goes to advisor selected, program director and SGS record specialist for review.
- Once all the three reviews are done it goes to Graduate Dean for approval.

Thank you for your Program of Study request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:

Lets discuss further in-person

Please [review your request](#), make necessary changes, and resubmit it in order for your request to be processed.

Thank you,
School of Graduate Studies

Re-submission remainder request (to student)

- Re-submission remainder email is send to student once in every 2 days.

This is a reminder that you have a request waiting for further information to be submitted.

Thank you for your Program of Study request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:

Lets discuss further in-person

Please [review your request](#), make necessary changes, and resubmit it in order for your request to be processed.

Thank you,
School of Graduate Studies

Program Of Study – Approved (to student)

- If program of study form is approved following email will be send to student

Your program of study has been approved and Degree Audit has been updated for the following requests:

- Select or change culminating project

Please verify that your Degree Audit reflects these changes.

Approved

If you have any questions feel free to reach out us at graduatestudies@stcloudstate.edu or (320)-308-2114.

Your Advisor and Program Director have been CC'd on this notification.

Thank you,
School of Graduate Studies

Program Of Study – Denied (to student)

- If program of study form is denied following email will be send to student

Unfortunately, we do not recommend your request because of the following concerns. You can file for an appeal if you are not satisfied with our decision.

Denied! Not met the requirements

If you have any questions feel free to reach out us at graduatestudies@stcloudstate.edu or (320)-308-2114.

Your Advisor and Program Director have been CC'd on this notification.

Thank you,
School of Graduate Studies