

Graduate Studies Final Culminating Project Form- User Guide

Overview:

- Upon the student's initial submission, the Committee Chair will receive an email notification to enter the results from the meeting.
- The review process will not start until the Committee Chair completes their results.
- Review process includes review and recommendations by the following people
 - Committee Chair (Only when pursuing a culminating project involving a committee.)
 - Advisor selected in the form
 - Academic program director
 - School of Graduate Studies Records Specialist (allow 10 business days for the form to be processed) for approval.
- Once all these recommendations are complete, it will go to 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 resubmit. The student will be notified by email in these cases.
- After resubmission, the review process will again start in the same order as above.
- Once the final decision by the School of Graduate Studies is made, an email regarding the decision is sent to the 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 canceled, 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 a 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: John	Middle Name:	Last Name: Blund
Star ID: 9034779	Tech ID: 10084007	
Email Address (SCSU): john.blund@go.stcloudstate.edu	Email Address (personal): john.blund@gmail.com	
Phone Number (cell): (719) 550-0010	Phone Number (home): (719) 550-0010	
SCSU Graduate Credits Completed: 9	Cumulative GPA: 3.89	Active Holds:

**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 the form is completed and submitted, this advisor selected here 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 Assurance) and the corresponding graduate advisor.

Graduate Program:
Information Assurance MS ▼

Graduate Advisor:
Qingjun Chen ▼

Form Request Types within the Final Culminating Project Form

I want to:

- All fields within the section are required, with only a couple of exceptions. All required fields are denoted with a red left border on the field.

Submit the results of a preliminary proposal or final defense meeting with my committee

- Select meeting type for this request
 - Preliminary Proposal
 - Final Defense
- I have confirmed with my Advisor the checkboxes:
 - My Degree Audit accurately reflects my program of study
 - My GPA is 3.0 or higher
 - My culminating project committee form has been submitted and approved by Graduate Studies.
- Degree Type (data populated)
- Enter the meeting date
- Search and select your Primary Committee Chair

Submit results of a preliminary proposal or final defense meeting with my committee ^

Select meeting type for this request

*NOTE: You **must be registered** for at least one credit during the semester of your meeting with your committee. If you were not, you may be retroactively charged and/or your graduation may be impacted.

I have confirmed with my Advisor:

- My Degree Audit accurately reflects my program of study.
- My culminating project committee form has been submitted and approved by Graduate Studies.
- I am/was registered for at least one credit when this meeting occurred.

Doctoral Students: check with your program advisor about program-specific requirements related to your preliminary conference or final defense meeting.

Degree Type

Meeting Term

Meeting occurred outside of the available terms listed.

Meeting Date

Primary Committee Chair

Search for and select your SCSU Committee Chair.

Co-Chairs and Additional Committee Members

Enter any co-chairs and all other committee members here. If member is an SCSU employee, search for and select them. If member is not an SCSU employee, check the Non-SCSU member checkbox and then enter member's name and email address in the fields provided. Click the Add Committee Member button to add additional members as necessary (maximum of 6).

- Master's: minimum of 2 committee members
- Doctoral: minimum of 3 committee members

Member #1

Non-SCSU member

SCSU Member Name

Member #2

Non-SCSU member

SCSU Member Name

Add Committee Member

I confirm that this request to submit my meeting results is complete.

OR

Submit results of a preliminary proposal or final defense meeting with my committee

Select meeting type for this request

*NOTE: You **must be registered** for at least one credit during the semester of your meeting with your committee. If you were not, you may be retroactively charged and/or your graduation may be impacted.

I have confirmed with my Advisor:

- My Degree Audit accurately reflects my program of study.
- My cumulative GPA is 3.0 or higher.
- My culminating project committee form has been submitted and approved by Graduate Studies.
- I am/was registered for at least one credit when this meeting occurred.
- I have submitted my Preliminary Proposal meeting result.

Doctoral Students: check with your program advisor about program-specific requirements related to your preliminary conference or final defense meeting.

Degree Type
Master of Science

Meeting Term

Meeting occurred outside of the available terms listed.

Meeting Date

ATTENTION: You were not enrolled during the selected term of your meeting. You may be retroactively charged and/or your graduation may be impacted.

Primary Committee Chair

Search for and select your SCSU Committee Chair.

- Enter any co-chairs and all other committee members (can add up to 6)
 - If the member is an SCSU employee, search and select from the list.
 - If the member is not an SCSU employee, check the non-SCSU checkbox and enter the member's name and email address fields.
- Checkbox to confirm that the request to submit my meeting results is complete.

Co-Chairs and Additional Committee Members

Enter any co-chairs and all other committee members here. If member is an SCSU employee, search for and select them. If member is not an SCSU employee, check the Non-SCSU member checkbox and then enter member's name and email address in the fields provided. Click the Add Committee Member button to add additional members as necessary (maximum of 6).

- Master's: minimum of 2 committee members
- Doctoral: minimum of 3 committee members

Member #1

Non-SCSU member

Member #2

External Member Name Non-SCSU member

External Member Email

Add Committee Member

I confirm that this request to submit my meeting results is complete.

Submit the results of my comprehensive exam

- You must be registered for at least one credit during the semester of your exam.
 - Exam Term
 - Exam Date
- Checkbox to confirm that the request to submit my meeting results is complete.

Submit results of my comprehensive exam

*NOTE: You **must be registered** for at least one credit during the semester of your exam. If you were not, you may be retroactively charged and/or your graduation may be impacted.

Your advisor or program director will provide additional details about the exam and results.

Exam Term

Exam Date

I confirm that this request to submit my comprehensive exam results is complete.

Comments or Additional Information

- Comments or additional information text area
 - Provide any additional information that would help review and process your request.
- Attach additional documentation if necessary
 - Once a document has been added, students can view or remove it if necessary.

Comments or Additional Information If needed/desired, please provide any additional information pertaining to this request. <input type="text"/>	Additional Documentation Provide any additional documentation pertaining to this request. Upload Additional Documents user-documentation.docx View Remove 3/23/2022 1:19 PM
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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 completed to start the recommendation process.

Student Acknowledgment

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

Once this form is complete and submitted, it is first sent to your selected committee chair to submit the results of the meeting. Once the result are submitted, please allow time for your advisor and academic department to review your request. Once the form reaches the School of Graduate Studies, allow 15 business days for the form to be processed. An email notifying you of the decision will be sent to your SCSU email and this form will be archived in your student record, or you can log back in to this system as needed to check your form(s) status at forms.stcloudstate.edu to review the My Outstanding Requests block in the upper left corner.

Please contact the School of Graduate Studies for additional assistance at: graduatestudies@stcloudstate.edu.

Committee Chair

- The Primary Committee Chair is responsible for submitting all individual meeting results for themselves, as the chair, and each of the committee members:
 - Primary Committee Chair result (Pass, Pass with Corrections, or Fail)

Primary Committee Chair Search for and select your SCSU Committee Chair. <input type="text"/>	Committee Chair: Enter your meeting result as primary chair. Select chair's result Select chair's result Pass Pass with Corrections Fail
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- Individual committee members' results (Pass, Pass with Corrections, Fail)
- Check the non-voting member checkbox for each member who is a non-voting member of the team. As a result, it can still be included for these members, although it is not required, as it is for regular members.

Member #1 <input type="text" value="Kirstenanne Sa Koganti"/> x	<input type="checkbox"/> Non-SCSU member	Committee Chair: Enter meeting result for member 1. <input type="checkbox"/> Check if non-voting member <div style="border: 1px solid gray; padding: 2px;"> Select this member's result Select this member's result Pass Pass with Corrections Fail </div>
Member #2 <input type="text" value="Kirstenanne Sa Koganti"/> x	<input type="checkbox"/> Non-SCSU member	Committee Chair: Enter meeting result for member 2. <div style="border: 1px solid gray; padding: 2px;"> Select this member's result ▼ </div> <input type="checkbox"/> Check if non-voting member

- The Committee Chair also needs to complete the Review section at the bottom of the form, which is the overall result of the meeting. Enter the committee result and the overall summary of member comments.
- If the overall meeting result is Pass with Corrections, the comments field is required. All other results comments can be entered, but are not required.
- Once meeting results are submitted, the request will continue to the standard review process (Advisor, Program Director, Graduate Studies)

Committee Chair Review	
Enter results for each committee member above and then complete the rest of this section. Once meeting results are submitted here, this request will continue to the standard Graduate Studies recommendation process (Advisor, Program Director, Graduate Studies).	
Results of Meeting Enter overall result of meeting here (must be 2/3 majority): <div style="border: 1px solid gray; padding: 2px;"> Select committee result Select committee result Pass Pass with corrections Fail </div>	Committee comments Enter overall summary of member comments here: <input type="text" value="Met the requirements"/>

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, the student receives an email notification that the request has been submitted and the recommendation process has started.

Thank you for submitting a School of Graduate Studies Final Culminating Project form, including the following requests:

- Submit results for preliminary proposal meeting with my committee

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 reviewers determines that the request needs further discussion, the form is sent back to the student for resubmission.
- The student will be notified by email, including the information that needs to be reviewed and modified and will need to make the necessary changes and resubmit the form.

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

Let's discuss further

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 reminder request (to student)

- A re-submission reminder email is sent to the student once every 2 days until the student completes the resubmission.

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

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

Let's discuss further

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

Thank you,
School of Graduate Studies

Final Culminating Project Form – Approved (to student)

- If the final culminating project form is approved, the following email will be sent to the student:

Your final culminating project request has been approved and Degree Audit has been updated for the following requests:

- Submit results for preliminary proposal meeting with my committee

Please verify that your Degree Audit reflects these changes.

Congratulations 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

Final Culminating Project Form – Denied (to student)

- If the final culminating project form is denied, the following email will be sent to the student, including reasons provided by the School of Graduate Studies as to why it was denied:

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.

Requirements are not met.

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