

# Graduate Studies Program of Study Form – User Guide

## Overview:

- Once the form is submitted, the review process will start and which includes review and recommendations by the 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) for 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,' and 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: 9834719	Tech ID: 15084007	
Email Address (SCSU): john.blund@go.stcloudstate.edu	Email Address (personal): john.blund@gmail.com	
Phone Number (cell): (781) 550-3211	Phone Number (home): (781) 550-3211	
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](#).

**Before completing this form:**  
Check your degree audit report (DARS) online by going to [e-Services](#) then click on Academic Records, then Degree Audit. Consult with your program advisor/director as needed, to ensure you have all information necessary to accurately complete your request online. Refer to the [School of Graduate Studies Academic Policies](#) for additional information.

**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 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 ▼

## 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 program concentration

- Fill in your current concentration.
- Fill in the concentration that you want to change to.
- Check the box to confirm that the Select or Change My Program Concentration section is complete.

**Select or change my program concentration** ^

Use this request for programs that have approved concentrations within their curriculum. Please verify with your advisor/program director if this also requires changing your program of study to a newer catalog year. If this is required, please also complete that section of this form below.

My current concentration is:

  

I want to select or change my concentration to:

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

## Select or change my culminating project

- Select the appropriate culminating project (required; only one needs to be selected)
  - Thesis
  - Creative Work
  - Field Study
  - Starred Paper
  - Comprehensive Exam
  - Capstone
  - Portfolio with a Project
  - Portfolio with an Internship
  - Portfolio with Practicum
  - Doctoral Dissertation
- Fill in the number of credits for the culminating project ONLY in the text area (required). Consult an advisor if uncertain.

- Check the box to confirm that the 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)
- Portfolio with Project (0-3 cr)
- Portfolio with Internship (1-12 cr)
- Portfolio with Practicum (1-12 cr)
- Doctoral Dissertation (9-12 cr)

Number of credits for this culminating project ONLY:

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 the 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 10 courses)

Department and Course Number	Course Title	Credits	
CYB 565	Wireless Networks	3	<span style="background-color: #800000; color: white; padding: 2px 5px; border-radius: 3px;">✕</span>
<span style="background-color: #800000; color: white; padding: 2px 10px; border-radius: 3px; font-weight: bold;">+ Add Course</span>			

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

## Request substitutions, exceptions, or changes to the 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 the approval of the curriculum changes section is complete.

### Request substitutions, exceptions or changes to approved curriculum

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 Dept and Number	Required Course Title	Required Course Credits
IA643	Database Application Security and Auditing	3
Substituted Course Dept and Number	Substituted Course Title	Substituted Course Credits
IS543	Business Database Design and Security Manag	3

**Rationale** ✕

IS543 for IA643 because IA643 is not offered in Spring.

[+ Add Course](#)

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 course credit

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 the transfer in the coursework section is complete.

### Transfer (in) coursework ▲

If not already on file, your **OFFICIAL** transcripts must be sent to St. Cloud State University via the [National Student Clearinghouse - Electronic Transcript Exchange Registry](#) before a program can be approved. Please review the [transfer credit policy](#) for number of credits allowed and other requirements. 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
<input type="text" value="CYBS 559"/>	<input type="text" value="Database securit"/>	<input type="text" value="UNT"/>	<input type="text" value="3"/>	<input type="text" value="A"/>	<input type="text" value="12/14/2023"/>	<input type="text" value="IA 643"/>

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 the Full name of the SGS staff member
  - Enter Date of consult
  - Upload completed validation documents for courses desired for validation
- Check the box to confirm that the 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](mailto: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 the 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 the 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:

Reason for this request:

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

## Pursue a double/second major or additional concentration

### A. Double Major

- Check the Double Major check box if you are a currently admitted student and want to pursue **two programs within the same degree**. You must be accepted/admitted to both majors. One degree is awarded with both majors listed on the transcript.
- Enter the double or second major along with the primary major to complete the section (required)
  - What is your primary major (First Program)
  - What is your double or second major (Second Program)
- What is the anticipated year/term the double major will be awarded.
- Fill out the additional credits detail.
- Check the box to confirm that the Pursue a double major section is complete.

**Pursue a double/second major or additional concentration** ^

**Double Major:**

Complete this section if you are a currently admitted student and want to pursue **two programs within the same degree type** (i.e. two M.A.'s or M.S.'s - English Studies and Rhetoric & Writing).

- **You must be accepted/admitted to both majors.**
- Complete ALL credits and a culminating project in ONE MS or MA degree program.
- Complete the Core courses, faculty identified electives, and a culminating project for the second major. All of this must be 10 or more credits (separate from the first major). **Enter these courses under Additional Credits below.**
- If applicable and appropriate (i.e., not needed for a licensure program), student and faculty can negotiate a shared internship experience/credits/hours, as well.
- One degree is awarded with both majors listed on the transcript and diploma.

What is your primary major/program?

What is your double major/program?

What is the anticipated year/term the double major will be awarded?

**Additional Credits**

Please add the 10+ credits of core, elective, and/or culminating project credits to be used in the additional major you are pursuing.

Course Dept and No.	Credits	
<input type="text" value="(ex. IS 639)"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="button" value="+ Add Course"/>		

I confirm that this request to pursue a double/second major or additional concentration is complete.

## B. Second Major

- Check the Second Major check box if you have **already earned a degree and wish to add a major** to that degree. You must be accepted/admitted to both majors. One degree is awarded with both majors listed on the transcript.
- Enter the double or second major along with the primary major to complete the section (required)
  - What is your primary major?
  - What is your double or second major?
- Fill out the additional credits detail.
- Check the box to confirm that the Pursue a double major section is complete.

**Second Major:**

Complete this section if you have **already earned a degree and wish to add an additional major** to that degree (i.e. School Counseling and Clinical Mental Health Counseling).

- **You must be accepted/admitted to the second major.**
- Student must have a completed and awarded MS/MA from St. Cloud State, already.
- Return to SCSU and complete the Core courses, faculty identified electives, and a culminating project for the second major. All of this must be 10 or more additional credits (separate from the first major). **Enter these courses under Additional Credits below.**
- No additional degree is awarded, but the additional major is added to the existing degree on the transcript.

What is your primary/previously awarded major?

What is your second major?

What is the anticipated year/term the second major will be awarded?

**Additional Credits**

Please add the 10+ credits of core, elective, and/or culminating project credits to be used in the additional major you are pursuing.

Course Dept and No.	Credits	
<input type="text" value="(ex. IS 639)"/>	<input type="text"/>	<input type="button" value="Delete"/>
		<input type="button" value="+ Add Course"/>

I confirm that this request to pursue a double/second major or additional concentration is complete.

### C. Second Major Equivalent

- Check the Second Major Equivalent box.
- Enter the previously awarded degree and the institution that awarded the degree.
- Enter the second major equivalent that you will be earning and the year term it will be awarded.
- Fill out the additional credits detail.
- Check the box to confirm that the Second Major Equivalent section is complete.

**Second Major Equivalent:**

Complete this section if you are pursuing an **additional MS or MA program at SCSU, after previously completing a degree of the same type from another university.**

- **You must be accepted/admitted to the second major.**
- Student must have a completed and awarded MS/MA from another university, already.
- Attend SCSU and complete the Core courses, faculty identified electives, and a culminating project for the second major. All of this must be 10 or more additional credits (separate from the first major). **Enter these courses under Additional Credits below.**
- No SCSU degree is awarded, but a second major equivalent is listed on the transcript.

What is your previously awarded degree?	What institution awarded your previous degree?
<input type="text"/>	<input type="text"/>
What is the second major equivalent that you will be earning at SCSU?	What is the anticipated year/term the second major equivalent will be awarded?
<input type="text"/>	<input type="text"/>

**Additional Credits**

Please add the 10+ credits of core, elective, and/or culminating project credits to be used in the additional major you are pursuing.

Course Dept and No.	Credits	
<input type="text" value="(ex. IS 639)"/>	<input type="text"/>	<input type="button" value="Delete"/>
		<input type="button" value="+ Add Course"/>

I confirm that this request to pursue a double/second major or additional concentration is complete.

### D. Additional Concentration

- Check the Additional Major check box if you are/**have already declared/completed one or more concentrations** and want to pursue another concentration. You must be accepted/admitted to both majors. One degree is awarded with both majors listed on the transcript.
- Enter the double or second major along with the primary major to complete the section (required)
- What is your primary concentration?
- What is your second concentration?
- Check the box to confirm that the Pursue a double major section is complete.

**Additional Concentration:**

Complete this section if you are/have already declared/completed one or more concentrations, and want to pursue another concentration.

- No additional degree is awarded, but the additional concentration is added to the existing degree on the transcript.

**What is your primary/previously awarded concentration?** **What is your second concentration?**

**What is the anticipated year/term the second concentration will be awarded?**

I confirm that this request to pursue a double/second major or additional concentration is complete.

**Pursue a dual degree**

- Data populated for the student from ISRS:
  - Programs admitted to
- Fill in 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.).

- You must be admitted to both programs.**
- Student negotiates with faculty an overlap of 9-15+ credits among the two different types of degree programs. **Enter these courses under Additional Credits below.**
- A shared culminating project is identified and number of credits for the project determined.
- Student completes 45-51 credits versus 60+.
- Two separate degrees are awarded and listed on the transcript.

**Programs admitted to:** **What is your culminating project? (Or first, if doing two.)**

Applied Economics MS, Data Analytics GC

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

**Additional Credits**

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	
<input type="text" value="(ex. IS 639)"/>	<input type="text"/>	<input type="button" value="Delete"/>
		<input type="button" value="+ 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 the 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
<input type="text" value="IS 639"/>	<input type="text" value="3"/>

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

[+ Add Course](#)

## Comments or Additional Information

- Comments or additional information text area.
- Attach additional documentation if necessary

### Comments or Additional Information

If needed/desired, please provide any additional information pertaining to this request.

### Additional Documentation

Provide any additional documentation pertaining to this request.

[Upload Additional Documents](#)

user-documentation.docx [View](#) [Remove](#) 3/23/2022 1:19 PM

## 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, 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 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 reviewers selects the option needs further discussion, the form is sent back to the student for resubmission.
- Make the necessary changes and resubmit the form, which again goes to the advisor selected, program director, and SGS record specialist for review.
- Once all three reviews are done, it goes to the Graduate School 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 reminder request (to student)

- Re-submission reminder email is sent to the student once 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](mailto: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 the program of study form is denied following email will be sent to the 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](mailto: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