

School of Graduate Studies

Online Digital Forms

Advisor and Program Director Documentation

Overview

- Advisor and Program Director needs to review the form once it is submitted by the student.
- While reviewing the form, the advisor must select the appropriate program director for further review and recommendation of the student submission.
- After program director's review, the form is reviewed by the SGS record specialist and then it goes to Graduate Dean for final approval.

Advisor Review

- Advisor needs to select one of the following while reviewing
 - Recommend
 - Needs Further Discussion
 - Do Not Recommend

Advisor Review

Recommendation:

Select recommendation

Select recommendation

Recommend

Needs Further Discussion

Do Not Recommend

- **If either Recommend or Do not Recommend is selected**, advisor needs to
 - Select appropriate Program Director
 - You must provide internal comments if you are NOT recommending the student request (these are only visible to reviewers and Dean. There is a 500-word limit. Keep them professional in case records are ever subpoenaed). You may provide comments for 'recommend' if desired.
- Once a recommendation is submitted by the advisor, the program director will get notified to review the submission and make a recommendation.

Advisor Review

Recommendation:

Recommend

Program Director:

Select program director

Internal Comments:

Only visible to reviewers and Dean.

- **If Needs Further Discussion is selected**, advisor needs to:

- Provide comments for student (be specific enough to allow the student to make the appropriate change necessary on the form, and/or indicate that the student should set up a meeting in-person or online to discuss the form or fill it out together if needed)
- The forms system will generate an email with the recommendation and advisor comments, which gets sent to student for the student to edit and then re-submit again (using the same form).
- After re-submission, the review process is triggered again, beginning with the advisor, program director, SGS record specialist, and finally, the Graduate Dean.

Advisor Review

Recommendation: Needs Further Discussion

Comments for student: *Included in email to student.*

Program Director Review

- As one of the reviewers, the program director can see the recommendation and any comments submitted by advisor.

Advisor Review

Recommendation: Recommend ▼

Program Director: Beth Knutson-Kolodzne ▼

Graduate Advisor Signature: *Beth Knutson-Kolodzne*
3/23/2022 1:40 PM

Internal Comments: *Only visible to reviewers and Dean.*

- Program Director needs to select one of the following while reviewing
 - Recommend
 - Needs Further Discussion
 - Do Not Recommend

Program Director Review

Recommendation: Select recommendation

Select recommendation
Recommend
Needs Further Discussion
Do Not Recommend

- **If Recommend is selected**, the Program Director may:
 - Provide comments if desired
- **If Do not Recommend is selected**, the Program Director must:
 - Provide a reason in the comments section; these are only visible to reviewers and Dean. There is a 500-word limit. Keep them professional in case records are ever subpoenaed.
 - Once a recommendation is submitted by the program director, it moves on to the SGS Records Specialist and Dean of Graduate Studies for review and final determination. In this case, it is very

likely that Graduate Studies will need to review policy, curriculum, etc. and reach out to the Program Director and/or Advisor, etc. to gather or share information while determining resolution for the request.

Program Director Review

Recommendation: Recommend

Internal Comments: *Only visible to reviewers and Dean.*

- **If Needs Further Discussion is selected**, the program director needs to:
 - Provide comments for student (be specific enough to allow the student to make the appropriate change necessary on the form, and/or indicate that the student should set up a meeting in-person or online to discuss the form or fill it out together if needed)
- The forms system will generate an email with the recommendation and program director comments, which gets sent to student for the student to edit and then re-submit again (using the same form).
- After re-submission, the review process is triggered again, beginning with the advisor, program director, SGS record specialist, and finally, the Graduate Dean for final determination of the request.

Program Director Review

Recommendation: Needs Further Discussion

Comments for student: *Included in email to student.*

- Final email confirmation is sent to the student after all the reviews and approvals are done, and advisors and program directors are copied.
- All form data, attached documents, and all recommendations are combined and saved to student's record in ImageNow/Perceptive Content.

Email Appendix

All emails start with a greeting:

- *Advisor/Program Director assignment emails: Dear {assigned user first and last name}*

Advisor's review (to Advisor)

- Once the student submits the form, an email is sent to selected advisor for review.

You have a Graduate Studies Program of Study Form submission to review for:

Student Name: ██████████
Student ID: ██████████

This submission includes request(s) for:

- Select or change culminating project

[Review submission](#)

As the selected advisor, provide your recommendation of the program of study request.

Program Director's review (to Program Director)

- After advisor's review, program director will receive an email to review the submission and provide a recommendation.

You have a Graduate Studies Program of Study Form submission to review for:

Student Name: ██████████
Student ID: ██████████

This submission includes request(s) for:

- Select or change culminating project

[Review submission](#)

As the Program Director, provide your recommendation for the program of study request.

Advisor's/Program Director's review reminder (to Advisor/Program Director)

- If no recommendation has been provided on the request, a reminder email is sent to advisor/program director once per week until action occurs.

This is a reminder of a task waiting for your review:

You have a Graduate Studies Program of Study Form submission to review for:

Student Name: ██████████
Student ID: ██████████

This submission includes request(s) for:

- Select or change culminating project

[Review submission](#)

As the selected advisor, provide your recommendation of the program of study request.