Graduate Studies Educational Plans are Changing Form – User Guide
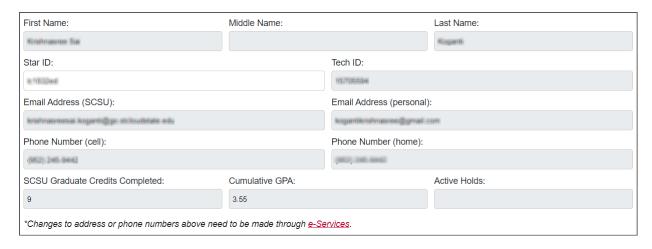
Student

Overview:

- Once the form is submitted, the review process will start, 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.
- If Dean of the School Of Graduate Studies approves the request and Take a leave of absence/stop out section is complete then there is an additional step which goes to Husky Tech Accounts group to complete the account extension.
- 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.
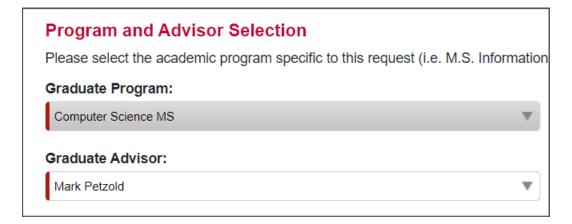
Student Information

- 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:
Krishnasree Sai		Kogenti

Star ID:	Tech ID:
e.11832xxt	115.732xxxx

Email Address (SCSU):	Email Address (personal):
krishnasreesai.kogenti@go.stcloudstate.edu	kogentikrishnasree@gmail.com

Phone Number (cell):	Phone Number (home):
(852) 245-9xx2	(852) 245-9xx2

SCSU Graduate Credits Completed:	Cumulative GPA:	Active Holds:
9	3.55	

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.
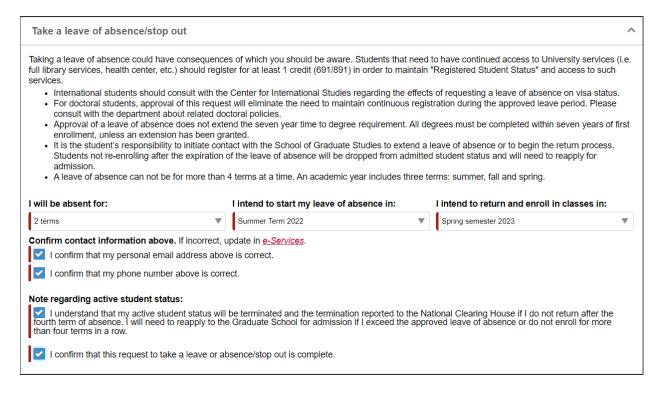
Program and Advisor Selection

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

Graduate Program:

Computer Science MS ▼

Graduate Advisor:

Mark Petzold ▼

Form Request Types within the Educational Plans are Changing Form

I want to:

- 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.

Take a leave of absence/stop out

- Select the following
  - Term you will be absent for
  - Intended term to start leave of absence
  - Intended term to return and enroll in classes
- Checkboxes to confirm the following
  - Personal email address and phone number are correct
  - Student understands the note regarding active student status
  - Request to take a leave of absence/stop out is complete

Take a leave of absence/stop out	⌃

Taking a leave of absence could have consequences of which you should be aware. Students that need to have continued access to University services (i.e. full library services, health center, etc.) should register for at least 1 credit (691/891) in order to maintain "Registered Student Status" and access to such services.

- International students should consult with the Center for International Studies regarding the effects of requesting a leave of absence on visa status.
- For doctoral students, approval of this request will eliminate the need to maintain continuous registration during the approved leave period. Please consult with the department about related doctoral policies.
- Approval of a leave of absence does not extend the seven year time to degree requirement. All degrees must be completed within seven years of first enrollment, unless an extension has been granted.
- It is the student's responsibility to initiate contact with the School of Graduate Studies to extend a leave of absence or to begin the return process. Students not re-enrolling after the expiration of the leave of absence will be dropped from admitted student status and will need to reapply for admission.
- A leave of absence can not be for more than 4 terms at a time. An academic year includes three terms: summer, fall and spring.

I will be absent for:
2 terms ▼

I intend to start my leave of absence in:
Summer Term 2022 ▼

I intend to return and enroll in classes in:
Spring semester 2023 ▼

Confirm contact information above. If incorrect, update in *e-Services*.

☑ I confirm that my personal email address above is correct.

☑ I confirm that my phone number above is correct.

Note regarding active student status:

☑ I understand that my active student status will be terminated and the termination reported to the National Clearing House if I do not return after the fourth term of absence. I will need to reapply to the Graduate School for admission if I exceed the approved leave of absence or do not enroll for more than four terms in a row.

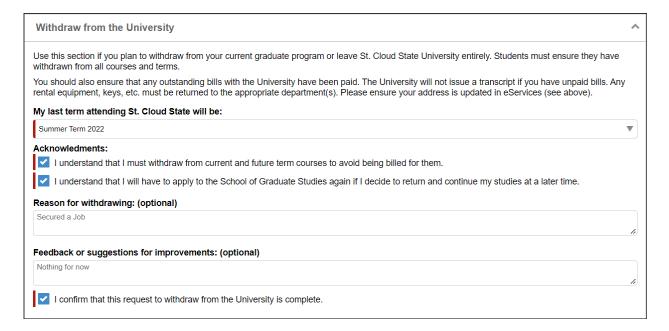☑ I confirm that this request to take a leave or absence/stop out is complete.

Get a 7-yr. timeline extension

- Enter the first term you enrolled in a course in your current program
- Select the term in which you plan to complete the degree and graduate
- Check box to confirm that the request to get a timeline extension is complete

Get a 7 yr timeline extension	⌃

Use this section to petition for a short-term (1-3 term) extension in order to complete your degree. Master's degrees must be completed within seven years, and doctoral degrees must be completed within ten years.

If you will take longer than this, and your first credits will be older than permitted ("expire") by the time you graduate, you will need permission from your department and the Graduate School to validate these expired credits so they can still count toward your degree. (You need to discuss such requests with your advisor first, before submitting a request to the Graduate School).

First term I enrolled in a course in my current program:
Spring Semester 2016

I plan to complete my degree and graduate in:
Fall semester 2022 ▼

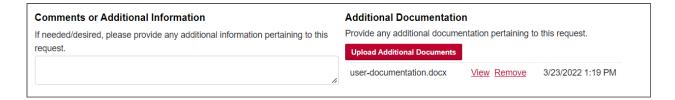☑ I confirm that this request to get a timeline extension is complete.

Withdraw from the University

- Select the last term attending St. Cloud State University
- Mandatory acknowledgments
  - Student must withdraw from current and future term courses to avoid being billed for them
  - Student needs to apply to the School of Graduate Studies again if they decide to return and continue their studies at later time
- Reason for withdrawing text area (optional)
- Feedback or suggestions for improvements text area (optional)
- Checkbox to confirm that the request to withdraw from the University is complete

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Withdraw from the University ⌃

Use this section if you plan to withdraw from your current graduate program or leave St. Cloud State University entirely. Students must ensure they have withdrawn from all courses and terms.

You should also ensure that any outstanding bills with the University have been paid. The University will not issue a transcript if you have unpaid bills. Any rental equipment, keys, etc. must be returned to the appropriate department(s). Please ensure your address is updated in eServices (see above).

My last term attending St. Cloud State will be:

Summer Term 2022 ▼

Acknowledgments:

☑ I understand that I must withdraw from current and future term courses to avoid being billed for them.

☑ I understand that I will have to apply to the School of Graduate Studies again if I decide to return and continue my studies at a later time.

Reason for withdrawing: (optional)

Secured a Job

Feedback or suggestions for improvements: (optional)

Nothing for now

☑ I confirm that this request to withdraw from the University is complete.

Comments or Additional Information

- Comments or additional information text area
  - Provide any additional information that would be helpful in reviewing and processing your request.
- Attach additional documentation if necessary
  - Once a document has been added, student can view or remove it 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 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, please allow time for your advisor and academic department to review your request. Once the form reaches the School of Graduate Studies, allow 10 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.

✅ **Submit**   ✖ **Cancel Changes**

Email Appendix

All emails start with a greeting:

- *Student emails: Dear {student first name}*

Below are examples of various emails the student can receive after submitting a request:

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 Educational Plans are Changing form, including the following requests:

- Leave of absence/Stop out

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 re-submission.
- 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 re-submit the form.

Thank you for your Educational Plans are Changing 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 remainder request (to student)

- A re-submission remainder email is sent to 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 Educational Plans are Changing 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

Educational Plans are Changing Form – Approved (to student)

- If the educational plans are changing form is approved, the following email will be sent to student:

This request for Leave of Absence/Stop Out has been approved and processed. This approval does not extend the 7-year deadline for graduate degree completion. Please remember to do the following:

- Withdraw from current or future courses
- Settle unpaid bills with the University, including tuition/fees, parking tickets, etc.
- Return rental items or books for which you do not want to be charged
- Return department items (keys, uniform, office items, etc.) you were provided as a student employee or GA (if it applies)

We wish you well until we see you again.

This request for Extension to the 7-year Graduate Degree Completion Deadline has been approved and processed. Please note that this extension is only granted for the timeframe specified in the request. Work with your program advisor to ensure you are continuing to make progress toward completion of your degree with the goal of completing the degree within this new extended timeframe.

We wish you all the best as you near the completion of this academic journey!

Your request is approved!

View completed form

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

Educational Plans are Changing Form – Denied (to student)

- If the educational plans are changing form is denied, the following email will be sent to student, including reasons provided by the Dean 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 not met

View completed form

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