

Graduate Studies Final Culminating Project Form - User Guide

Student

Overview:

- Upon the student 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 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.

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 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:

Graduate Advisor:

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 results of a meeting with my committee

- Select meeting type for this request
 - Preliminary Proposal
 - Final Defense
- I have confirmed with my Advisor 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 meeting with my committee ^

Select meeting type for this request

Preliminary Proposal ▼

I have confirmed with my Advisor:

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 | Meeting Date |
| Master of Science | 04/07/2022 ▼ |

Primary Committee Chair

Search for and select your SCSU Committee Chair.

Krishnaiah Saigudi x

- Enter any co-chairs and all other committee members (can add up to 6)
 - If member is an SCSU employee, search and select from list
 - If member is not an SCSU employee, check the Non-SCSU checkbox and enter 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.

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.

Submit

Cancel Changes

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.
 Kshatriyasree Sai Koganti

Committee Chair: Enter your meeting result as primary chair.

Select chair's result
 Select chair's result
 Pass
 Pass with Corrections
 Fail

- 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. A result can still be included for these members, although not required as it is for regular members.

Member #1
 Kshatriyasree Sai Koganti x Non-SCSU member

Committee Chair: Enter meeting result for member 1.

Select this member's result
 Select this member's result
 Pass
 Pass with Corrections
 Fail Check if non-voting member

Member #2
 Kshatriyasree Sai Koganti x Non-SCSU member

Committee Chair: Enter meeting result for member 2.

Select this member's result 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 overall summary of member comments.
- If 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):

Select committee result
 Select committee result
 Pass
 Pass with corrections
 Fail

Committee comments
 Enter overall summary of member comments here:
 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 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 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 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 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 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 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 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