Graduate Studies My People Form User Guide

Student

Overview:

- Upon the student initial submission, the Committee Chair will receive an email notification to confirm the members selected by the student (for "Create or update my culminating project committee" requests only). The review process will not start until the Committee Chair completes their step.
- Review process includes review and recommendations by following people
    - Advisor selected in the form (new or added Advisor is assigned if "Change or add an advisor" request)
    - 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 including the Committee Chair step.
- 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 the 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:
Krishnaavee Sai		Kuganti

Star ID:	Tech ID:
k1152ee	117109bi

Email Address (SCSU):	Email Address (personal):
krishnaavee.kuganti@go.stcloudstate.edu	kugantikrishnaavee@gmail.com

Phone Number (cell):	Phone Number (home):
(952) 245-bee2	(952) 245-bee2

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

Change or add advisor

- Current advisor selected is populated
- If you want to change the current selected advisor to new advisor(s) (can add up to 2) or want to add a new advisor as second advisor complete the fields
  - Search and select new advisor
  - New advisor email (populated)
  - New advisor department (populated)
- Reason for making this request text area
- Checkbox to confirm that the request to change or add an advisor is complete
- If advisor is changed or second advisor is added, that is the advisor that will get assigned/notified of the review step. If the advisor is changed, and two new advisors are added, only the first will get the assignment/notification.
- The original advisor will not be included in the process for a change of advisor.

Change or add an advisor   ︿

Your advisors must be approved GRADUATE faculty members.
Current advisor selected above
Mark Petzold

✔ I want to change my current selected advisor to the following new advisor(s)
◯ I want to add the following new advisor as second advisor.

Select new advisor: **New advisor email**   **New advisor department**

[Krishnasamy Sai Kugan   ✕]   [krishnasamy.kugan@stcloudstate.edu]   [   ]

Add Advisor

Reason for making this request:

My current advisor is retiring soon.

✔ I confirm that this request to change or add an advisor is complete.

Create or update my culminating project committee

- Search and select the Committee Chair (primary) and Co-Chair
- Add 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, email address, phone, required documents and area of expertise fields.
- Checkbox to confirm that the request to create or update the committee is complete
- Even if multiple members are added, only the Primary Committee Chair will be assigned/notified of the chair confirmation step.

Create or update my culminating project committee

Students completing a culminating project must have their committee members approved by the School of Graduate Studies. A minimum of 2 committee members and chair are needed for master's students and a minimum of 3 committee members and chair are needed for doctoral students. Students may designate 2 co-chairs.

If faculty are not employed at SCSU, students must seek departmental, and School of Graduate Studies permission to have them as committee members. Volunteer committee members are required to complete a volunteer form and submit a CV for review.

If you have not done so already, you MUST submit your Culminating Project choice on the Customize My Program of Study form.

Committee Chair (primary)   **Email**   **Department**

Committee Chair (co-chair)   **Email**   **Department**

Add Co-Chair

If you want your committee chair to be listed as your primary advisor, plese also complete the "Add or change my advisor" section above.

Committee Members

Member #1   ☐ Non-SCSU member
SCSU Member Name   Email   Department

Member #2   ☑ Non-SCSU member
External Member Name   External Member Email   External Member Phone   Required Documentation   Reason/ Area of Expertise

Peter   peter@gmail.com   **Upload CV/Resume**   Artificial intelligence

Upload Volunteer Form

Add Committee Member

☑ I confirm that this request to create or update my committee 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, the 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, 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 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**

Committee Chair

- The Primary Committee Chair is responsible for confirming if committee information is correct or needs further review with the student along with the appropriate comments.

Recommendation Process

Please select your decision and provide comments as necessary. Forms, when "Recommend" or "Do Not Recommend" is selected, route from Student to Advisor to Program Director to Graduate Records Specialist and finally to the Dean for the School of Graduate Studies. At any point, selecting "Needs Further Review" will provide the ability to send the form back to the student, which will then start the recommendation process over.

Committee Chair Confirmation

Verify committee information above is correct and select "Committee Information Correct". If changes are needed, select "Needs Further Review" to send back to the student to make necessary changes. Once committee is confirmed, this request will continue to the standard Graduate Studies recommendation process (Advisor, Program Director, Graduate Studies).

Confirm Committee:

Committee Information Correct

Committee Information Correct
Needs Further Review

Comments to Advisor, Program Director or Graduate Studies

Send to Advisor   ✖ **Close Without Saving**

- Once confirmation is given that committee information is correct, the request will continue to the standard review process (Advisor, Program Director, Graduate Studies)
- If Committee Chair selects Needs further review, the request is sent back to student for re-submission.
- All the committee chairs/members and new advisors will receive a thank you email at the end of the process.

Email Appendix

All emails start with a greeting:

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

Below are examples of emails a 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 My People form, including the following requests:

  - Change my advisor

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 or committee chair 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.
- The student can even cancel the request without submitting the form.

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

　　Let's discuss modifications

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 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 My People 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

My People Form – Approved (to student)

- If the My People form is approved, the following email will be sent to student:

Your My People request has been approved and Degree Audit has been updated for the following requests:

　　- Change my advisor
　　- Create or update my culminating project committee

Please verify that your Degree Audit reflects these changes.

Congratulations!

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

My People Form – Denied (to student)

- If the My People 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