**Graduate Student Processes Overview**

* Grad admissions start with Admissions application and Departmental Recommendation
* AVP for Graduate Education Office sponsors an orientation prior to the students’ first semester; OTR is usually involved for FERPA training
* All requirements for a given degree are listed on Degree Works

**Forms**

* Committee Assignment Form
  + Due by semester 2
  + Approval from AVP Graduate Education required
* Committee Change Form
  + May be submitted any time after Comm Form as long as it is for the same degree (new degree = new committee form)
* Program of Study
  + May not be submitted before Committee Assignment form
  + Due by semester 3 for master’s degrees
  + Due by semester 5 for doctoral degrees
* Request for Change in Graduate Program of Study
  + We only accept 1 copy of the PoS
  + Changes must be requested via Request form
* Report on Preliminary Examination for Admission to Candidacy (doctoral students only)
  + May not be submitted before Program of Study
  + Students must complete degree within 4 years of passing the preliminary exam
* Graduate Student Optional Student Fee Package Petition
  + Not valid in summer, not available to Certificate Program students
  + Master’s degree students may use this 2 semesters
  + Doctoral degree students may use this 3 semesters
  + Criteria is listed on form
  + Strict deadlines for insurance of drop deadline each semester
* Report on Final Examination Results
  + Due by last day of classes
  + Can be approved/signed by majority
  + Signers must match approved committee
* Survey of Earned Doctorates (doctoral students only)
  + Due by last day of classes
  + Link on degree evaluation

**Time to Completion**

* Four-Year Rule
  + Doctoral students must complete degree within 4 years of passing the prelim
  + Four-Year Rule Petition valid for 1 calendar year from approval
* Six-Year Rule
  + Master’s students must complete their degree within 6 years of the first classes used on a Program of Study, including transfer and reserved courses
  + Six-Year Rule Petition valid for 1 calendar year from approval
* Eight-Year Rule
  + Doctoral students with catalog 201810 and later must complete their degree within 8 years of the first classes used on a Program of Study, including transfer and reserved courses
  + Eight-Year Rule Petition valid for 1 calendar year from approval

**General Information:**

* Rule of 12 – graduate students may use up to 12 credits of pre-admission coursework
  + Up to 12 credit of non-degree seeking (Twelve-Hour petition)
  + Up to 9 credits of transfer coursework
  + Up to 6 credits of reserved coursework
* QuickStart programs (4+1)
  + Must be approved program
  + During undergraduate degree, students may earn
    - Max 6 credits of reserved coursework
    - Max 6 credits of shared coursework (can be shared between UG and GR degrees)
* All materials and documents must be submitted/uploaded by the last day of classes in the semester in which the student plans to graduate
* Thesis Format checks can happen at any point, but generally commence during finals week
  + Grad Council will be looking at formatting guidelines
* Graduate students must be registered for at least 1 credit during the semester in which they intend to graduate; can be any course, including continuous registration, though continuous registration is not eligible for Optional Student Fee Package Petition