Graduate School Advising Unit Functions

I. Certifying students for graduation.
   A. Utilize ApplyYourself.
      1. Students apply for graduation through ApplyYourself link which is modified each semester.
      2. Continually update the Events System within ApplyYourself to reflect new programs, emphasis areas, and certificates.
      3. Capture data to transfer into our graduation database to cross-check against myZou and ensure students’ degree information is correct for graduation.
      4. Captured information is also used to communicate with students frequently through the semester regarding upcoming deadlines or other important information.
      5. Students RSVP for commencement ceremony and we capture data to generate reader cards for commencement ceremony.
   
   B. Academic Advisors verify minimum requirements established by Graduate Faculty Senate:
      1. 3.0 cumulative GPA for degrees, 3.0 GPA for courses used toward a graduate certificate.
      2. Minimum required total hours for degrees and certificates.
      3. Minimum required 8000/9000 level hours.
      4. Ensure that continuous enrollment has been maintained by doctoral students.
      5. Appropriate paperwork is on file (forms unique to Master’s, Ed.Sp., Doctoral, and certificate students)
      7. Ensure student does not exceed timeline for completion of degree
      8. Process applicable transfer credit through myZou or in tandem with the records office.
   
   C. Manually enter updated status in myZou for each graduating student.
      1. Verify student’s application for graduation information matches what is listed in the student system.
      2. Coordinate with program if information is incorrect
      3. Enter candidate for graduation row in myZou when student applies for graduation.
      4. Enter approved row in myZou when student fulfills degree requirements.
      5. Verify students’ degree have been awarded in myZou by Registrar’s Office.
   
   D. Utilize ImageNow archiving system.
      1. Scan, link, and process all academic advising forms.
      2. Verify with departments that appropriate forms are submitted for graduation.
E. Advising Forms.

1. M1 form- Plan of Study form that lists coursework applied toward degree.
   i. Minimum 30 hours for a master’s degree.
   ii. Minimum 15 hours of 8000/9000 level coursework.
   iii. No more than 40% of total hours can consist of problems, readings, or research coursework.
   iv. No more than 20% of total hours can consist of transfer coursework from outside institution. Transfer coursework must be verified to meet minimum requirements (accredited institution, coursework clearly marked as graduate credit, coursework completed within 8 years).
   v. No more than 12 hours used toward degree can consist of non-degree hours completed before admission into graduate program.
   vi. Finalized undergraduate transcripts must be submitted with earned bachelor’s degree information and conferral date listed on them.
   vii. All coursework must be graduate level coursework.

   i. Thesis committee must be comprised of at least three committee members.
   ii. At least two members must be faculty members with Graduate Faculty status from student’s home academic program.
   iii. At least one member must be a faculty member with Graduate Faculty status from an academic program outside of student’s home academic program.
   iv. Evaluate special committee member exceptions based on updated Curriculum Vitae and endorsement letter from academic program.

3. M3 form- Report of Master’s Examining Committee that evaluates student’s final examination component in master’s program.
   i. Ensure all committee members have “passed” student’s thesis defense or other final examination component.
   ii. Verify student is enrolled during term of final examination.

4. S1, S2, and S3 forms- Advising forms for Educational Specialist students.

5. D1 Form- Qualifying Exam Results and Doctoral Committee Approval form
   i. Verify the committee has a minimum of 4 members
   ii. Verify that the committee has 3 members of graduate faculty from the students’ department.
   iii. Verify that the committee has 1 member of graduate faculty from another MU program
   iv. Verify that the advisor and one other member are doctoral faculty

6. D2 Form- Plan of Study form
i. Verify the student has listed a total of 72 hours on the plan of study with at least 15 hours of 8000/9000 coursework excluding readings, research, and problems.

ii. Process up to 30 hours of transfer work if listed on the Plan of Study and approved by the committee.

iii. Verify transfer work is graduate level work and that we have final transcripts on file. If the transcripts are from an international school, we work with the Admissions Advisors to verify that the work is graduate level and from a recognized institution.

iv. Send transfer work requests to the Registrar for processing.

7. D3 form- Doctoral Comprehensive Examination Results Form
   i. Verify the student was enrolled during the semester that the comprehensive exam was taken.
   ii. Verify that if there are any changes to the student committee, that minimum committee requirements are still met.
   iii. Enter appropriate information in myZou (milestone and student group) so that they can be properly reported to the National Student Clearinghouse and for financial aid eligibility.

   i. Verify the student was enrolled during the semester that the defense took place.
   j. Verify that if there are any changes to the student committee, that minimum requirements are still met.

9. Course Substitution- amends Plan of Study to reflect any enrollment changes.

10. Change of Committee- amends D1 or M2 form.

11. Graduate Certificate Plan of Study- lists coursework used toward a graduate certificate.

12. Graduate Minor Plan of Study- lists coursework used toward a graduate minor.

F. Thesis and dissertation submission/acceptance.

1. Verify formatting requirements.
   i. Margins, consistent headings, title page, approval page, table of contents, preliminary pages in Roman Numerals, research text pages in Arabic page numbers, logos and images, bibliography, appendices.
   ii. Process both electronic submissions through Blackboard site and in-person submissions by disc and supplemental paper materials.

2. Copyright information- advise students and collect form and fee for copyright processed by ProQuest, a nationally recognized research work archiving entity.

3. Release options- advise students on release options (World Wide Web, MU only, UM System only, one-year delay).

4. ProQuest- collect and submit applicable forms and fees to ProQuest.

5. Processing fee- collect and process submission fees.
6. Coordinate with MOSpace, UM-System’s research archiving system, through Ellis Library for release of students’ theses or dissertation.

II. Enrollment.

A. Dual Enrollment.
   1. Dual Enrollment aids entrance and retention in graduate programs.
   2. Process Dual Enrollment forms and verify minimum requirements are met.
      i. 3.0 GPA on most recent 45 hours of undergraduate coursework.
      ii. Student is within 30 hours of completing undergraduate degree.
      iii. Student has received signed approval of undergraduate advisor, Undergraduate Dean, and Director of Graduate Studies.
      iv. Enter Dual Enrollment track in myZou and enable enrollment.
      v. Notify student and department that Dual Enrollment has been approved.

B. Undergraduates enrolling in graduate courses for undergraduate credit.
   1. Process form signed by student, advisor, and applicable instructor.
   2. Verify student is in good academic standing according to myZou.
   3. Enroll student in course(s) through myZou.
   4. Troubleshoot enrollment errors by obtaining permission number from academic department and working with Registrar’s Office as needed.

C. General graduate student enrollment.
   1. Perform registration functions for students during the time period leading up to the start of classes and through the first week to 10 days of the semester such as increasing enrollment limits with program advisor approval, initial registration into classes and change of grading option.
   2. Process approximately 800-1000 registration forms per term for graduate students enrolling in courses after myZou enrollment capability ends once term begins.
   3. Troubleshoot enrollment errors, permission number issues, grading option changes, enrollment limit increases, future term activation for enrollment, hour increases or decreases, research hour changes, etc.

III. Student and program advising issues.

A. Satisfactory progress.
   1. GPA-related probation.
      i. Run probation lists and place academic holds on students’ accounts in myZou due to GPAs below 3.0.
      ii. Coordinate with academic programs for approval for probation students to enroll.
      iii. Lift academic holds in myZou as needed to enable enrollment for probation students.
   2. Non-GPA related probation.
      i. Advise programs regarding probation procedures for non-GPA related disciplinary action for students failing to make satisfactory progress.
ii. Ensure 30-day period of probation is given to student, along with reasons for probation and criteria to demonstrate satisfactory progress.

3. Dismissal- enter dismissal information in myZou for each student dismissed and send follow-up dismissal letter from Graduate School.

4. Dismissal appeals- advise students and programs on dismissal appeals process and gather and submit applicable information to Graduate Faculty Senate for appeal hearing if departmental appeal is unsuccessful for student.

B. Leave of absence- advise students and programs on leave of absence policies and process leave of absence materials (letter from student and endorsement letter from program).

C. Waiver requests.
   1. Extension requests to use coursework that exceeds time limit for completion of degrees.
   2. Requests to use more than 12 non-degree hours toward graduate degree.
   3. Requests to defend thesis or dissertation between semesters.
   4. Requests for exceptions in committee make-up

D. Miscellaneous.
   1. Advise academic programs or individual faculty members on GFS policies when issues arise with committee composition or coursework.
   2. Advise academic programs when problematic issues with students arise, including graduation term, thesis defense/formatting/submission, enrollment issues, satisfactory progress, etc.
   3. Advise students when problematic issues with academic program arise, including protocol for issuing complaint with faculty advisor, thesis committee difficulties, graduation deadlines, and meeting with Graduate Dean for special issues.