


# Navigating Graduate School

## Part 1


### Presentation:

- ▶ Welcome
  - ▶ Overview of the services and resources of the University and College of Graduate Studies
  - ▶ Tips for a successful experience
  - ▶ Overview of Steps to Degree
    - Part 1, Ready, Set, Go!
    - Part 2, How Do I Get Out of Here?
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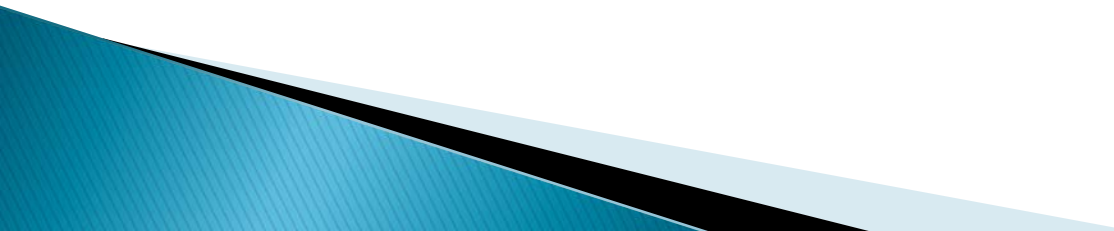




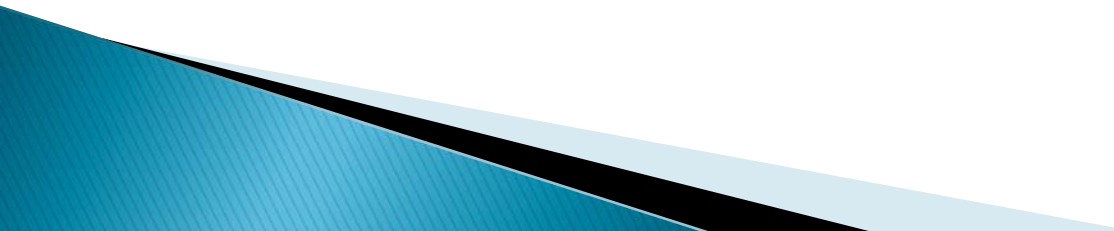
# College of Graduate Studies


- ▶ The Dean of the College of Graduate Studies (COGS) is your Dean.
  - ▶ COGS approves the appointment of your major professor, your study plan, your application for graduation, as well as other items.
  - ▶ COGS approves theses and dissertations
  - ▶ COGS helps you navigate the rules of the University, COGS, and your department.
  - ▶ Conflict Management
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Most of all  
the goal and role of the  
College of Graduate Studies  
is to do all we can to make your  
time and experience at the  
University of Idaho  
rewarding and successful.

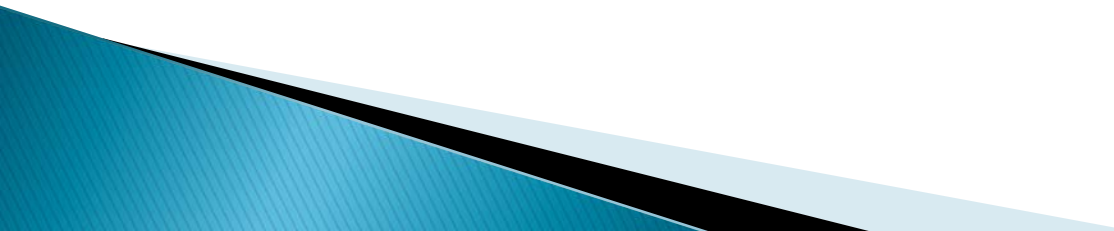


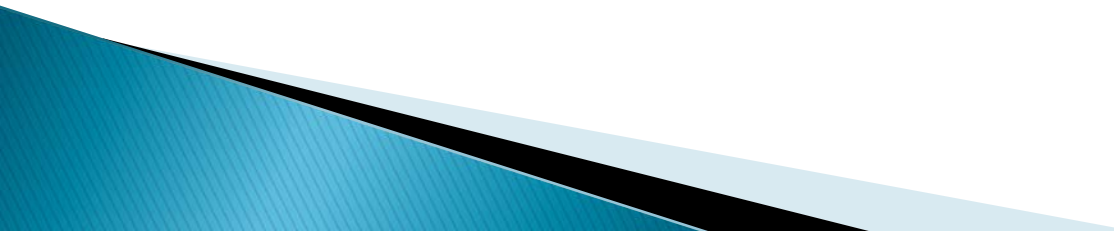
# Resources

- ▶ [www.uidaho.edu/registrar](http://www.uidaho.edu/registrar) has the catalog, program and course descriptions, deadlines, academic calendar
  - ▶ [www.uidaho.edu/cogs](http://www.uidaho.edu/cogs) has COGS information, forms, policies, Handbook for Writing a Thesis or Dissertation, announcements
  - ▶ Vandalweb has your student account, transcript, Degree Audit, etc.
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- ▶ [www.lib.uidaho.edu](http://www.lib.uidaho.edu) for library information
  - ▶ [www.ctc.uidaho.edu](http://www.ctc.uidaho.edu) for counseling services
  - ▶ [www.class.uidaho.edu/english/writingcenter](http://www.class.uidaho.edu/english/writingcenter) for assistance with papers, theses, dissertations, or any writing assignments
  - ▶ [www.webs.uidaho.edu/statsac](http://www.webs.uidaho.edu/statsac) for statistical assistance
  - ▶ [www.gpsa.uidaho.edu](http://www.gpsa.uidaho.edu) for information on the activities of the Graduate and Professional Student Association
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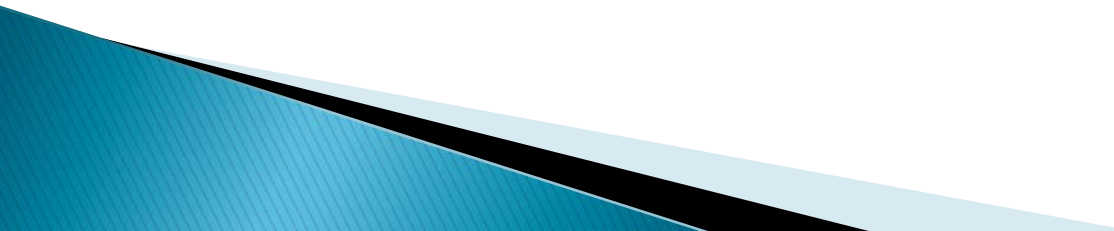
# Tips for Success

- ▶ Approach your graduate education as you would a job.
  - ▶ Establish a method of communication between you and your major professor.
  - ▶ Ask questions. Be proactive and responsible.
  - ▶ Set timelines and deadlines for your work.
  - ▶ Know University and COGS deadlines – they are not just suggestions
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- ▶ Monitor your UI email so you do not miss important information.
  - ▶ Periodically check the University, COGS, and departmental websites for information and notices.
  - ▶ Enjoy your successes and survive your failures. A graduate degree is worth it!
  - ▶ Prior to beginning research, comply with protocol requirements.
  - ▶ Utilize your resources for assistance. You are not alone!
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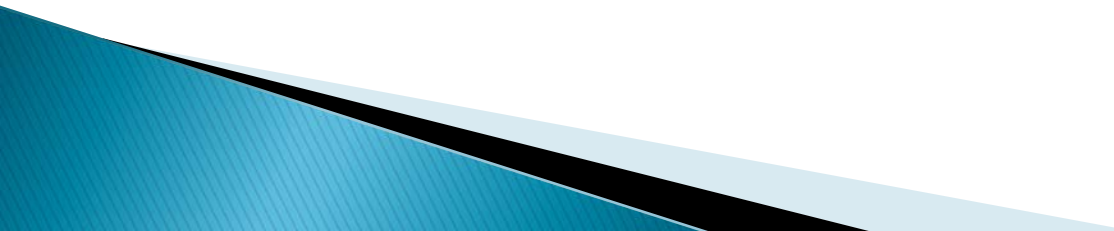


# Steps to Degree

- ▶ Appointment of Major Professor
  - ▶ Appointment of Committee
  - ▶ Study Plan
  - ▶ Preliminary Examination – doctoral students
  - ▶ Apply for Degree
  - ▶ Defend thesis or dissertation
  - ▶ Submit the thesis or dissertation
  - ▶ Commencement and Graduation
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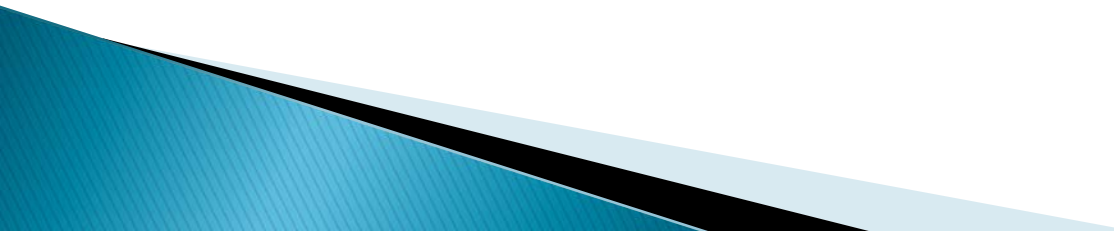
# Appointment of Major Professor

- ▶ Major Professor may be appointed or selected depending on department procedures
  - ▶ Major Professor must be a member of the graduate faculty
  - ▶ Complete Appointment of Major Professor form and submit to COGS
  - ▶ COGS must approve the appointment
  - ▶ Must be done prior to doing Study Plan or electronic submission will not be forwarded
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- ▶ Establish method and timing of communication
  - ▶ Have a clear understanding of expectations
  - ▶ Should it become necessary to change or replace a major professor, use the Major Professor or Committee change form
  - ▶ If committee is needed, it can be appointed at the same time as the major professor or at a later date.
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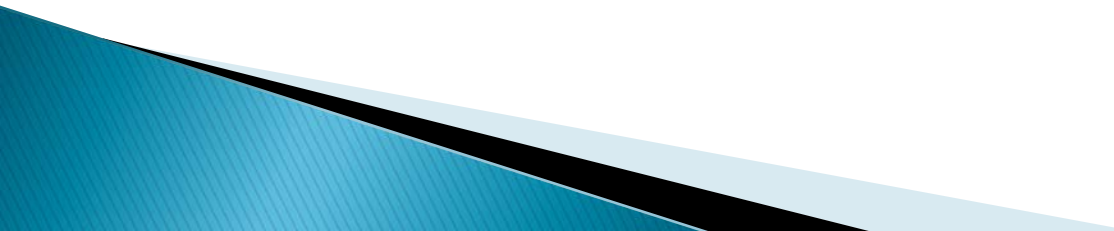
# Appointment of Committee

- ▶ COGS does require a committee for thesis and dissertation programs
  - Master's – 2 department and 1 outside members
  - Doctoral – 2 department, 1 outside, and 1 inside or outside member
- ▶ COGS does not require a committee for non-thesis and Specialist programs but check departmental policies.

- ▶ Determine method and timing of communication
  - ▶ What is the involvement of the committee?
    - In setting the Study Plan?
    - In the research?
    - In the development of the thesis /dissertation
  - ▶ Should it become necessary to remove or replace a committee member, use the Change of Committee form
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# Study Plan

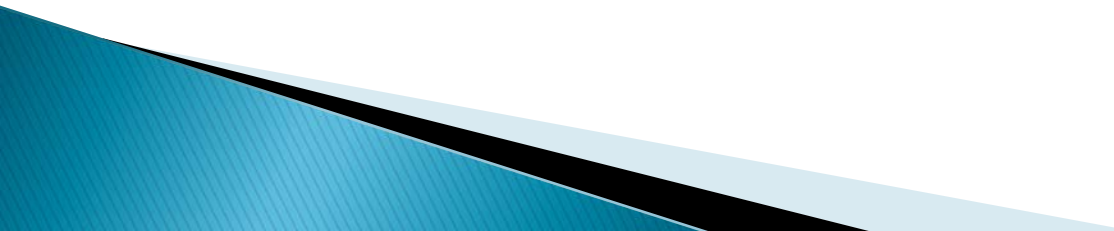
- ▶ Study Plan is the list of the courses being used or required for your degree.
  - ▶ Complete the Study Plan as early as possible.
  - ▶ Plan can be changed as needed.
  - ▶ Plan must comply with department and COGS requirements.
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- ▶ A Master's degree is at least 30 credits.
- ▶ A Specialist degree is at least 60 credits.
- ▶ A Doctoral degree is at least 78 credits.

Departments can require more but not fewer credits.

- ▶ Complete online Study Plan
  - View tutorial at <http://www.uidaho.edu/registrar/graduation/audit>
- ▶ Study Plan can be changed by using the Change of Study Plan link on VandalWeb

**A Study Plan  
is not considered official  
until it has been approved by  
the  
College of Graduate Studies.**

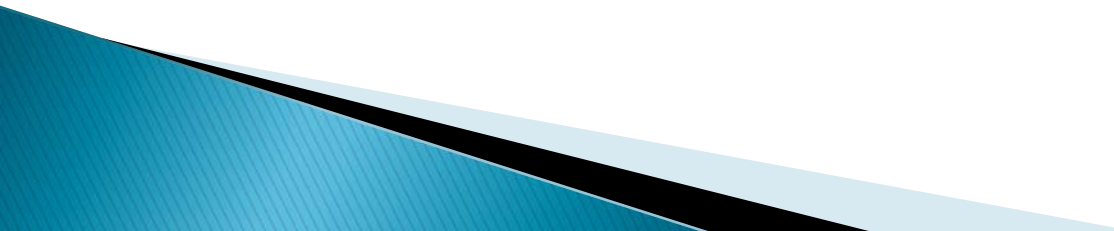


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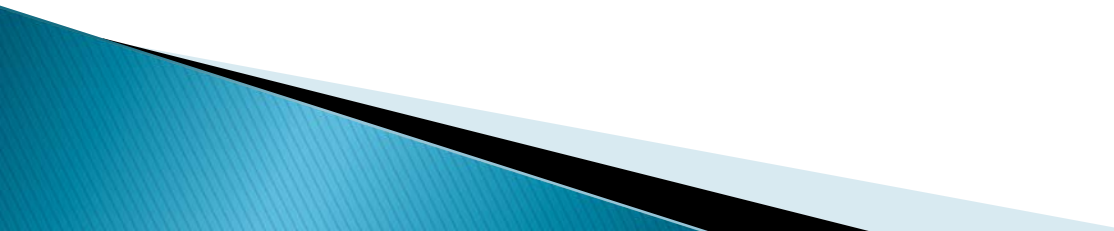
## Part 2

- ▶ Presentation will include:
  - Preliminary Examination (doctoral students)
  - Applying for Degree
  - Preparing, Defending, and Submitting a thesis or dissertation
  - Non-thesis exit requirements
  - Commencement and Graduation

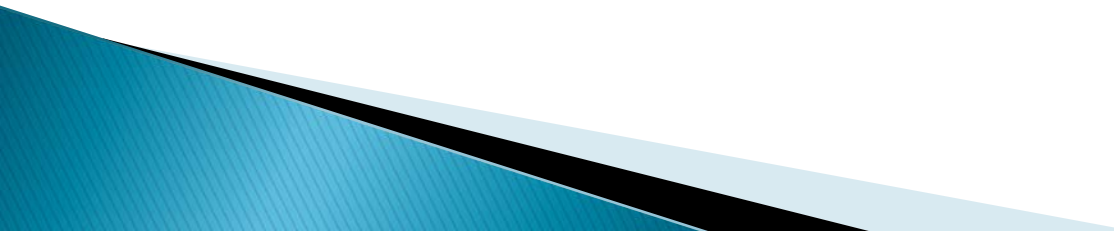
# Probation and Disqualification

- ▶ A graduate student is expected to maintain a 3.00 GPA each semester in attendance.
  - ▶ One semester below a 3.00 GPA places a student on probation.
  - ▶ Two consecutive semesters below a 3.00 GPA places a student on disqualification and removal from the College of Graduate Studies.
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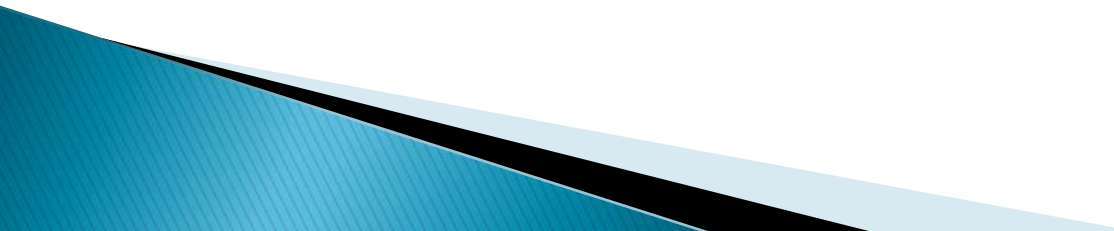


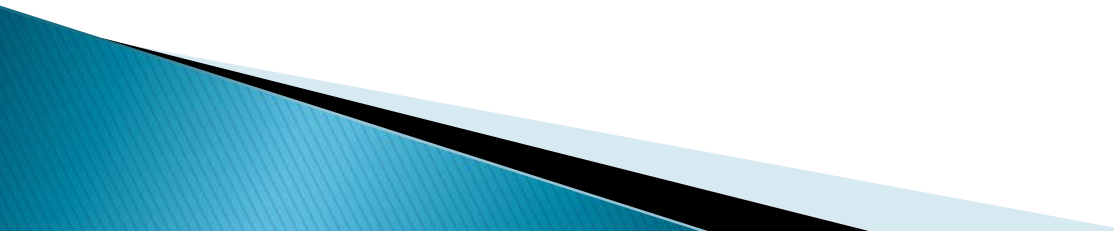
- ▶ Reinstatement may be requested after one semester of “sitting out” only with strong support from the department and approval by the COGS Dean.
  - ▶ 3.00 GPA must be achieved the first semester following reinstatement
  - ▶ 3.00 GPA is required at the time of graduation
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# Satisfactory Progress Report

- ▶ In the Spring, all graduate students will complete the Satisfactory Progress Report.
  - ▶ SPR monitors the student's progress on items other than coursework or grades.
  - ▶ Process provides experience in setting job performance expectations and evaluating the outcomes.
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# Incomplete grades

- ▶ An Incomplete “I” can be issued by the instructor for any course.
  - ▶ At the time the “I” is issued, the instructor also indicates the reversion grade that may be used if work isn’t completed.
  - ▶ An “I” indicates that the student is doing acceptable work up to the end of the semester and just needs a little more time to finish final assignments.
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- ▶ An Incomplete has a specific deadline.
  - ▶ If the work is not done or if the Incomplete is not graded by the deadline, the reversion grade will be placed on the transcript.
  - ▶ Establish an agreement between you and the instructor what items are required to finish the course and time they are due.
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# Thank you

Again, the College of Graduate Studies, our administration, and our staff are here to help make your time and experience at the University of Idaho rewarding and successful.

We want to see you leave here having achieved your goal – a graduate degree!



# Questions?

College of Graduate Studies

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We always appreciate the opportunity  
to assist you.

