DoGS Workshop
September 16/17, 2020
Graduate Records

*Stop sending e-mails without dawgtags attached*

- An auditor looks at a singular file, indicated by dawgtag.
- Not only are their 15 Jordan Smiths in our database, there are also 12 Bashar Farhads

Read the catalog. See what is listed as requirements for your department. Determine what needs updating.

Research Papers/Theses/Dissertations
- Please inform students the rules & regulations
  - A remarkable number of students do not know:
    - They must be submitted to the grad school
    - There are templates to follow
    - There are deadlines
    - If they are writing a thesis or a research paper

Graduation Requirements – PhD

- Residency – 24 hours at the doctoral level at SIU. May not utilize more than six dissertation hours.
  - Accelerated entry count begins UPON acceleration term; does not backdate to initial admission.
- After admission to candidacy – 24 hours of dissertation. Count all the hours earned during the semester the student was admitted to candidacy, and up to six from prior semesters.
  - Admit to candidacy date is the date the grad school receives your request
    - Submit an exception letter at that time if you need to backdate the request (i.e.: open position delayed paperwork).
  - Per the catalog, do not register for more than six dissertation hours until the semester for which candidacy is to be achieved.
- Must complete all requirements for the degree within five years after admit to candidacy date.

Continuing Enrollment – 601

- All students who are not otherwise enrolled are automatically registered for 601 (1 hour, in-state tuition, no fees ~ $470).
  - Please explain 601 to all incoming students. If they leave without telling anyone, they will possibly end up with charges. This can create significant badwill.
- A pre-registration list is sent out each semester. Keep track of your students. Let us know anyone who doesn’t belong.
  - Let us know immediately when someone leaves your program.
    - Roughly 25-30 ‘student left six moths ago’ notices received this term
    - What happens if there is no one in your position to tell us this information?
- 601 enrollments may be negated by a leave of absence, however LOA’s should not be given if a student will be interacting with their department or advisor during the semester (i.e.: working on thesis).
- A $200 (usual) bursar registration hold will prevent 601 registrations. That’s OK, and not a reason to grant a LOA. I will require backdated registration(s) prior to granting graduation clearance.
- Side note: International students must be enrolled (in anything) during their final semester (even summer) unless on OPT or if they have left the country.

Departmental Clearance Form

Content:
1. Ensure the name of the person signing/approving is on this line. Adjust if necessary.
2. A concentration, if appropriate, MUST be listed here. Otherwise, we don’t know about it.
3. List number of hours required if for a Masters student.
4. Choose one completion option and then note requirements.
5. List required courses on the appropriate lines (including those currently being taken).
6. Check the appropriate circle. Is a paper required to the grad school? (even if the dissertation, thesis or research paper has already been submitted).
7. If you check other (requirements), explain what it is, and when & how I’ll know it’s been completed to the department’s satisfaction.
8. Also 1b - Sign

Research Paper Templates (also Thesis & Dissertation)

- Templates must be followed. Inform students in advance. All guidelines may be located here: https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/
- Help is available through etdsupport@siu.edu
- It is not required to wait until the deadline date to submit.

Other Items & Questions

- Probation/Suspension – two major terms (fall/spring) after placement on probation to recover GPA.
- Extensions – request PRIOR to the expiration date.
- INC grades – contract should be completed.
- Exception requests – on letterhead and signed.
• Transfer credit (no B- grades). Request after the first term has been completed. Request non-declared credit upon admission into program.
• Accelerate MS to PhD, or convert from PhD to MS.
• Student dismissal – reason must be in the catalog. Notification of grad school.
• Double majors/Concurrent degrees
• Dawgtags must be included in every communication.
• Grade change cards – only a change of letter grade requires grad dean approval.

Read the catalog.
DEPARTMENTAL CLEARANCE
Graduate School
SOUTHERN ILLINOIS UNIVERSITY

Chairman or Graduate Program Director

Filled in ____________________________________________

Department ______________________________________

Filled in ____________________________________________

Student’s Concentration ______________________________________

Filled in ____________________________________________

If a Masters Student: Required Program Hours for THIS Student: ______________________________________

____________________________ has filed an application for graduation with the Graduate School for the _______________ degree in your department.

In order to complete our records for graduation we need to know whether or not the student has completed the departmental requirements for the degree listed above. If the student has completed all requirements for the degree or no longer expects to complete requirements in time for the _______________ commencement, please so indicate and return this form to the Graduate School immediately.

______ Has completed all departmental requirements for the degree.

______ Does not plan to complete all degree requirements in time for the _______________ commencement. Remove name from list of applicants.

______ Cleared subject to completion of the following. The student lacks:

List required courses here:

1. ___________
2. ___________
3. ___________
4. ___________
5. ___________

Required to turn paper in to the graduate school

YES

NO

______ hours of coursework. (Enter number of credit hours to be completed. In the left box list departmental required courses to be completed)

______ research paper, thesis, or dissertation (circle one)

______ requirements for non-paper option (define below)

______ other (explain i.e., written comprehensive exams, thesis show)

Signature ______________________________________

Chairman or Director of Graduate Program

*NOTE: Effective Summer 2013, all INC grades will be changed to “F” at the time of graduation. This may affect the student’s graduation GPA.

Comments: ______________________________________

Please return this form (in addition to other graduation related forms) to the GRADUATION OFFICE in the Student Services Building Rm 329, Mail Code 4716. (201720=spring 2017)