

Dates, Deadlines and Procedures

College of Graduate Studies



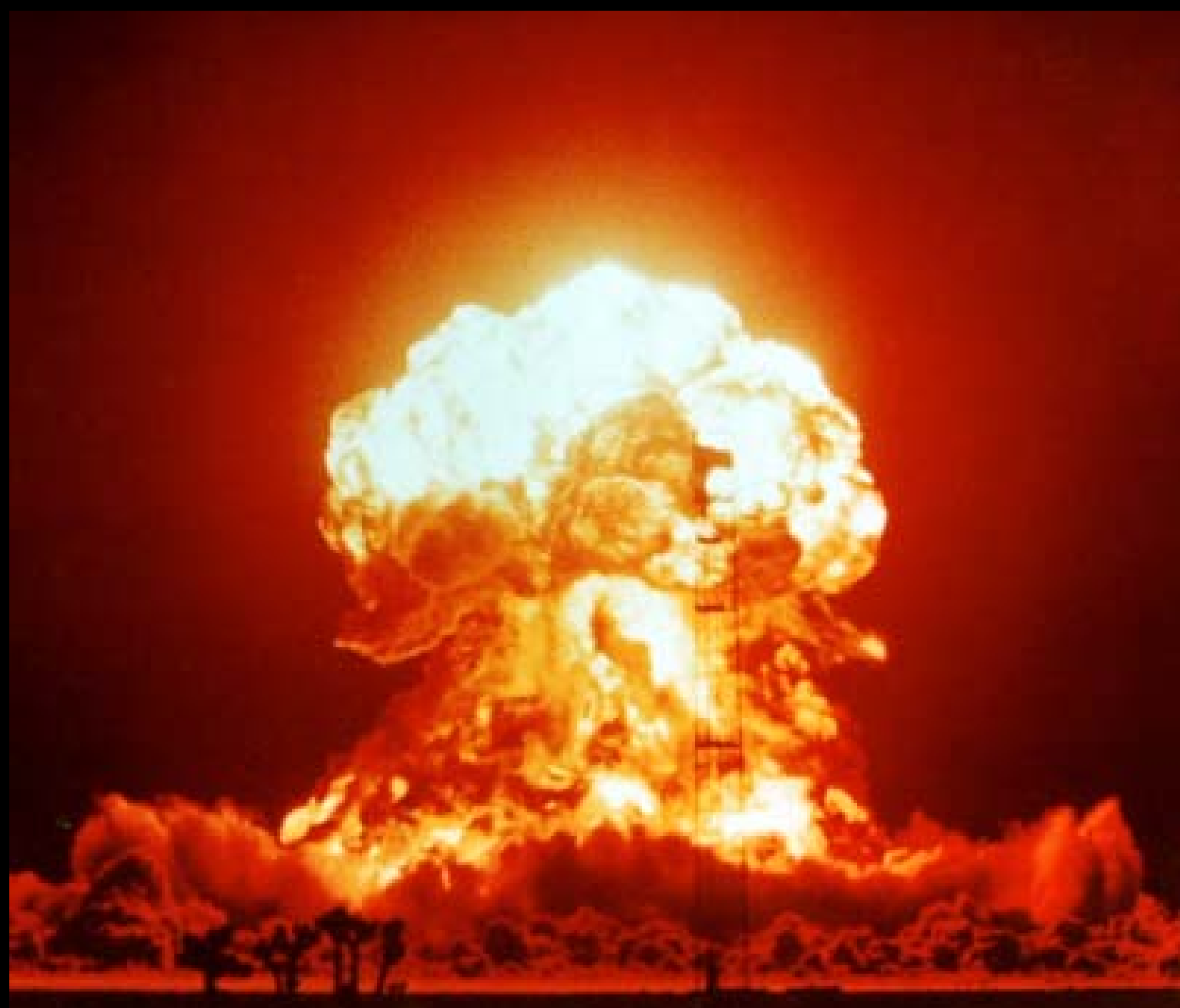
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University of Idaho
A LEGACY OF LEADING





Here we go!

Responsibilities

- Know the College of Graduate Studies and your Department's section of the General Catalog, now on line. It is your responsibility and your student's to know the rules and deadlines for your program.
- Formally Appoint a Major Professor
 - For masters students, must be completed by the end of the 2nd semester. For doctoral students, must be completed by the end of 3rd semester. The appointment is approved by COGS. The form to use is:

Major Professor and/or Committee Appointment or Changes

Responsibilities, continued

- **Appointment of Committee, if needed (for thesis/dissertation option). Formally appointing the remainder of a committee can come after appointing the major professor, but not too much longer.**
- **COGS requires a committee for thesis and dissertation options**
 - **Master's – a minimum of 3 committee members, including the major professor**
 - **Doctoral-a minimum of 4 committee members, including the major professor**
 - **COGS does not require a committee for non-thesis and Education Specialist programs, but check departmental policies.**

Responsibilities, continued

- **Study Plan**
Study Plan is the list of the courses required for a degree. The student and the major professor collaborate to create the plan.
- **The major professor must be formally appointed before the Study Plan is saved**
- **Review tutorial guide. The link to the Guide is found on the Study Plan itself in green font. Complete the [Study Plan](#) on Vandal Web by end of 2nd semester for masters students and end of 3rd semester for doctoral students.**

Responsibilities, continued

- **Created electronically in Vandal Web. When Saved, is automatically forwarded to your major professor, then to me, then the Registrar's office for final posting. For doctoral students in Education, is also approved by the Associate Dean of College of Education, before coming to College of Graduate Studies.**
- **Plan can be changed as needed.**
- **Plan must comply with department, COGS, and university requirements.**
- **The Study Plan is a plan – not a recap of what happened.**

Annual Evaluation and Performance Report

- Every Spring, all graduate students are required to complete the [Annual Evaluation and Performance Report](#).
www.uidaho.edu/cogs/forms
- AEPR creates conversation between student and major professor and monitors the student's overall progress toward their degree.
- The student initiates the document and meets with the major professor to discuss progress.
- The form is submitted to COGS and becomes part of the student's permanent record

Responsibilities, continued

The Time has Come to Defend a Thesis or Dissertation!

- A student must be registered for a minimum of 1 credit of 500 or 600 to defend.
- The student works with the committee to determine that your thesis or dissertation is ready to defend.
- Determine a date, time and location of the defense
- Submit the Request to Proceed with Final Defense form to COGS.
- For Doctoral students, this form must be submitted to COGS 10 days before the defense

Responsibilities, continued

- **Apply to Graduate electronically on Vandal Web**
- **For summer or fall graduation, the application is due in my approval list by the last day of spring semester**
- **For spring graduation, the application is due in my approval list by the last day of fall semester**
- **A student must have at least a posted Study Plan to apply for graduation.**

MP's Responsibilities

Non Thesis students, including Ed Specialist students

- **When a non thesis student successfully passes their department's exit requirement, the major professor submits the Non Thesis Report form to COGS by the last day of the semester**

Forms, Forms, Forms

For nearly everything your student needs to do, there is a form that requires signatures. Most of them are found on our website: www.uidaho.edu/cogs/forms.

To be a major professor for a graduate student, faculty must be members of UI Graduate Faculty. The application is easy and is found here: www.uidaho.edu/cogs/forms.

In Progress vs Incomplete Grades

- **Incomplete grades are given only when a student has been in attendance and done passing work.**
- **Incompletes are given only in the last 3 weeks of the end of a semester or within 1 week of close of summer term**
- **Only for extenuating circumstances that prohibits a student from finishing the coursework on time. Such as serious illness, car accident, death in the family.**

In Progress vs Incomplete Grades

- **In Progress (IP) given typically in 500 or 600 research courses.**
- **Indicates research is ongoing**
- **Represents A, B or Passing work**
- **At the end of a student's program, if used, the IP grades will be changed to A, B or P**
- **If a lower grade is earned, it must be entered in that semester.**

Probation

- **A graduate student remains in good standing if the semester and cumulative GPA remain at 3.0 or above.**
- **Student is placed on probation if the semester or term GPA falls below 3.0, regardless of cum GPA**
- **But a student will remain on probation for as long as the cum GPA is below 3.0. The student will regain good standing when the cum GPA is 3.0 or higher.**

Disqualification

- **Disqualification occurs if a semester GPA falls below a 3.0 in the next semester or term.**
- **This is regardless of the cum GPA.**
- **Reinstatement-must sit out one semester (fall or spring) with recommendation from dept chair and approval from COGS.**
- **Student must achieve a 3.0 in first semester back. Probation continues until cum GPA is above a 3.0**

Thank You

**Again, the College of Graduate Studies,
our administration, and our staff are
here to help**

