Dashboard Orientation

Program Coordinators, Advisers, Faculty and Committee Members

Why Dashboard

Path to Graduation:

- Online Degree Completion Procedures
- Streamline approval process for committee members, advisers, program coordinators, Graduate Office, and Dean
- Keep student and approvers on same page
- NO PAPER FORMS

Process and Approvals

Steps:

- 1. Course Planning
- 2. Committee Selection
- 3. Final Discourse Topic
- 4. Oral Defense
- 5. Written Comp
- 6. RED Submission
- 7. Degree Completion

Remember:

- Steps are sequential
 - E.g. Final Discourse
 Topic Approval cannot
 be completed until
 Committee Selection
 is approved
- Approvals are sequential
 - E.g. adviser's approval triggers request for program coordinator's approval and so on





Students will only see steps required by their program

Approvals

- 1. Committee Selection
 - a) Committee Members
 - b) Committee Chair
 - c) Program Coordinator
 - d) Grad Office
- 2. Final Discourse Topic
 - a) Committee Chair
 - b) Program Coordinator
- 3. IRB Approval
 - a) Grad Office
- 4. Written Comprehensive Exam
 - a) Program Coordinator

- 5. Oral Defense
 - a) Committee Chair
 - b) Committee Members
 - c) Adviser
- 6. RED Submission
 - a) Grad Office
- 7. Degree Completion
 - a) Adviser
 - b) Program Coordinator
 - c) Grad Office
 - d) Dean
 - e) Registrar



Oral Defense

Approved

Approved

Defense Date: 4/30/2020

Location: Online

Submitted: 4/13/2020

Ximena Suarez-Sousa

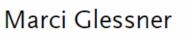


Committee Chair





Committee Member







- > Email reminders are sent to each approver prompting them to log on and submit their approval
- > Approvals are sequential—Adviser cannot approve until Committee Member and Chair approve

Final
Degree
Completion
Process

Student: Submit ONLY courses for required for graduation

Adviser: Ensure no D, W, IP, or F grades, Course Plan matches correct bulletin, correct substitutions/transfers

Program Coordinator: Ensure accuracy of submission

Graduate Office: Reviews submitted Degree Completion and transcript against bulletin to confer degree (DAR/Bulletin)

Dean: Final check and approval

Registrar: Reviews submitted Degree Completion and transcript against bulletin to confer degree

Select the courses that meet your program's course requirements.



Failure to meet the criteria below will result in your request being denied.

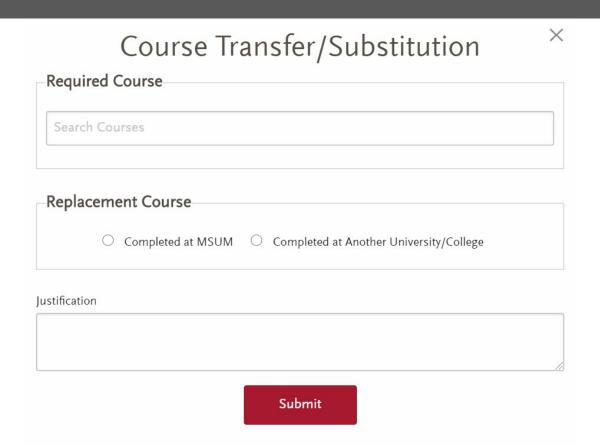
- 1. Ensure that all course substitution/transfer requests are completed and approved before submitting.
- 2. Check **ONLY** those courses that fulfill degree or certificate requirements.

SLP 646 Clinical Experience 2 Cr.

SLP 646 Clinical Experience 4 Cr.

SLP 675 Seminar: Professional Issues in SLP 2 Cr.

SLP 624 Seminar: Stuttering and Related Fluency Disorders 2 Cr.



> Students must work with their adviser before submitting form to ensure courses are appropriate for substitution. Courses must be graduate level, official transcripts are on file, a grade of C or higher.



Required

SPED 606 Research and Applications in Behavior Analysis 3.00 Cr.

Katy Johnson **Grad Office**



Replacement

CPSY 627 Behavior/ Social assessment/ intervention 3 Cr.

Marci Glessner Advisor





St. Cloud State University

Marci Glessner Program Coordinator



SPED 606 Research and Applications in Behavior Analysis 3.00 Cr.

CPSY 627 Behavior/ Social assessment/ intervention 3 Cr.



SPED 559 Communication Programming for Persons with Severe Disabilities 3.00 Cr.

Sped 623 Communication sciences and disorders 3 Cr.

Student Education

- Online Orientation
- Every advising meeting
- Final course (695, 699, etc)

Orientation

- Students introduced to Dashboard during the Online Orientation
- Prompted to use Course Planning tool at first advising appointment
- Enter Course substitutions/Transfer courses as soon as possible

First Course

Review

- Log in to Dashboard
- Keep graduation date current
- Use Course Planning Tool
- Submit any transfer courses or course substitutions

Advising

Ongoing:

- Course Planning tool
- Submit course subs/transfer courses into the Dashboard as they are approved
- Review transcript for D, W, IP, or F grades

Semester before Final Semester:

- Review Degree Completion Procedures
- Pull student's DAR/Check the Bulletin

Final Semester:

- Review Degree Completion Procedures
- Review transcript for D, W, IP, or F grades
- Submit any final course substitutions

Final Course

Review and remind:

- Committee Selection
 - Including contacting Committee members for approvals
- Final Discourse Topic Approval
- IRB Approval
- Written Comprehensive Exam
- Oral Defense
- Submission to RED
- Submit ALL dashboard steps by Commencement Day

Questions?

Contact Graduate Studies graduate@mnstate.edu

218.477.2134