

# 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

 Plan of Study	 Course Sub/Transfer
 Committee Selection Approved	+
 Final Discourse (Topic Approval) Approved	+
 IRB Approval Approved	+
 Written Comprehensive Examination Approved	+
 Oral Defense Approved	+
 Submission of Final Paper to RED Approved	+
 Degree Completion Approved	+

➤ 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



Keri DeSutter

Committee Member



Marci Glessner

Advisor



- Email reminders are sent to each approver prompting them to log on and submit their approval
- Approvals are sequential—Advisor 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.

- A** **SLP 646** Clinical Experience 2 Cr.
- A** **SLP 646** Clinical Experience 4 Cr.
- A** **SLP 675** Seminar: Professional Issues in SLP 2 Cr.
- A** **SLP 624** Seminar: Stuttering and Related Fluency Disorders 2 Cr.

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## Course Transfer/Substitution



### Required Course

### Replacement Course

Completed at MSUM    Completed at Another University/College

Justification

Submit

- 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.

Replacement

**CPSY 627** Behavior/ Social assessment/ intervention 3 Cr.

St. Cloud State University

Katy Johnson  
Grad Office



Marci Glessner  
Advisor



Marci Glessner  
Program Coordinator



**Transfer**

**SPED 606** Research and Applications in Behavior Analysis 3.00 Cr.

↳ **CPSY 627** Behavior/ Social assessment/ intervention 3 Cr.



**Transfer**

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

↳ **Sped 623** Communication sciences and disorders 3 Cr.

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# Student Education

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- 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](mailto:graduate@mnstate.edu)

218.477.2134