

Welcome to New Graduate Student Orientation

**Millersville University
College of Graduate Studies
and Adult Learning**



What we will cover in this presentation

- ❑ Student responsibilities
- ❑ Making progress in your program
- ❑ Exit requirements
- ❑ General Issues and Resources



Graduate Admissions

You were chosen...



Students' Rights and Responsibilities

- Student is responsible for knowing program requirements.
- Student is entitled to academic advisement, but must initiate the advisement process...
- **Graduate Course Catalog** lists policies and program requirements. It is posted online.

Academic Advisement

- ❑ Each student is assigned a faculty adviser.
- ❑ Student is responsible to initiate contact with adviser.
- ❑ Adviser is responsible to provide academic counseling regarding degree requirements.
- ❑ **AVOID: Self Advisement and Peer Advisement**
- ❑ Use your degree audit (MAX) to assist with advisement.

Graduate Student Forms

- All forms mentioned in this presentation are available online at the Graduate Studies web page: <http://www.millersville.edu/graduate/currentstudents/forms-center.php>



Transfer Policy for Credits Prior to MU Admission

- Students must complete a Request for Transcript Review with approval from their department and graduate dean.
 - Must be a regionally accredited institution or other PASSHE institution.
 - Official transcripts are needed.
 - Transfer amount may not exceed 1/3 of program requirements.
 - Credits not more than five years old.

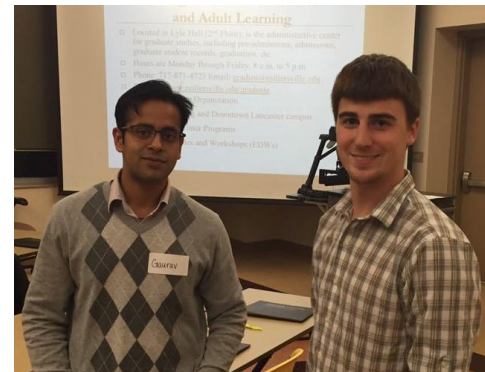
Transfer Credits After MU Admission

- ❑ Request for Transfer of Credit Form should be submitted to the Graduate Studies office at least 10 business days *prior* to the date required for registration.
- ❑ Regionally accredited institution required.
- ❑ Courses may not be offered from a third-party vendor.
- ❑ Documentation required: course descriptions and/or syllabi.



Residency and Time Limits

- Residency Requirement
 - Minimum of 2/3 of your degree program at Millersville University. (example is 24 credits of a 36-credit program)
- Time Limit for Graduate Study
 - 5-year window to complete your course requirements.
 - Leave of absence is not necessary.
 - Extension can be requested.



Academic Standing

- ❑ 3.0 GPA is required for good standing.
- ❑ Below 3.0, placed on probation 1 (one semester to bring GPA up).
- ❑ Probation 2 is granted if progress is made.
- ❑ Cumulative GPA of 3.0 is required for graduation.
- ❑ An F grade is an automatic dismissal.
- ❑ If academic dismissal, there is an appeal process.

Change of Curriculum or Degree Status

- ❑ Can change program or concentration with a Change of Curriculum Form (except Certification programs – must reapply via Grad Admissions).
- ❑ Additional admission requirements may apply to these changes.
- ❑ Changes must be approved by both the outgoing and incoming departments.



Degree Candidacy Review Process

- Degree candidacy is a gauge of your progress in a program.
- It is a screening and advising process partway through a program. Process varies by department.



Incomplete Grades

- ❑ Avoid the F, request an Incomplete
- ❑ Student will receive a reminder to complete Incomplete course(s) by end of the following term, otherwise grade turns to an F.
- ❑ Research-type courses have one calendar year to complete.
- ❑ Extensions are granted upon request.

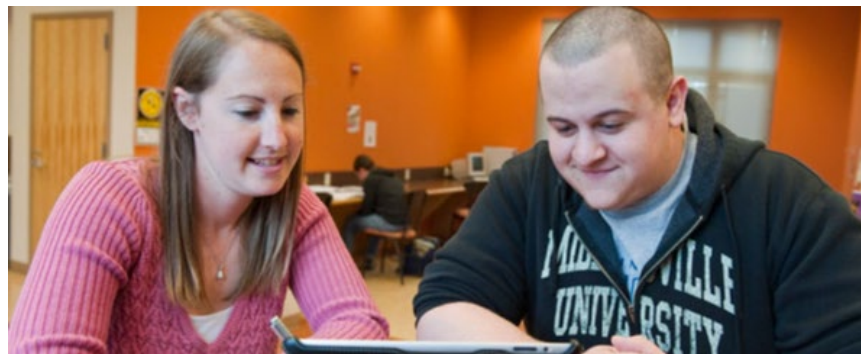


Graduate Student Research Support

- ❑ Financial support may be available for graduate student research (supplies, data collection, research travel, or presentations).
- ❑ Careful attention should be paid to research involving the use of animals and/or human subjects. Millersville University has an Institutional Review Board that monitors compliance with human subjects research and can offer guidance on proper conduct of research.
- ❑ Thesis & Dissertation Guidelines are posted for your review.
- ❑ Research presentation opportunities may be available.

Thesis, Dissertation and Scholarly Project

- ❑ Consult the Thesis & Dissertation Guidelines before you begin your project. A final checklist is included.
- ❑ Your project will be uploaded to the University's Digital Repository upon completion. You will be required to sign a Permission to Digitize form.
- ❑ You may request an embargo (delay of publication) of up to 3 years and copyright option.



Academic Appeal

- Try to resolve an academic injustice problem at the lowest appropriate level of authority.

- The levels of authority from lowest to highest are:
 - 1. Course Instructor/Faculty Member
 - 2. Department Graduate Coordinator
 - 3. Department Chairperson
 - 4. Dean of Graduate Studies and Adult Learning

Academic Honesty

- Plagiarism is the presenting as one's own work:
 - Research paper bought from a term paper service;
 - Paper or other work wholly or partially done by someone else;
 - A passage copied from a book, article, without giving appropriate credit to the creator or producer.
- Plagiarism will receive an F for the course and is subject to disciplinary action as provided in the Student Code of Conduct.
- Be careful with internet (web) citations
- Academic Honesty Policy in Graduate Studies Catalog and on web page

Exit Requirements

- Programs may have:
 - Non-Thesis Option or Capstone Project
 - Thesis/Dissertation Option
 - Comprehensive Examinations
 - Portfolio Review
- Graduation
 - A \$30 graduation fee is charged.
 - Application for Graduation is due early in semester you attend to graduate. This initiates the process.
 - Make sure your audit is showing at 100% complete!



Student Communication

- ❑ MU Email is the official means of communication from the university. Check it regularly!
- ❑ Bills will be emailed to your email account and accessible via MAX.
- ❑ Sign up for MU Alert:
<https://mualert.millersville.edu/index.php>



Summer Institutes

- Summer Institutes are offered during the summer and approved for inclusion in degree programs. Check with advisor – be sure they will count for your program.



Graduate Studies and Adult Learning at Millersville: Locations

- **What is a COHORT?**
 - Students enter and exit program together.

- **DISTANCE LEARNING**
 - Some programs are online or blended.

- **GRADUATE COURSES DOWNTOWN/CENTRAL PENN**
 - Our off-campus graduate courses are at the Ware Center: 42 North Prince Street, Lancaster City and some are held at Central Penn College.

- **NONCREDIT PROGRAMS**
 - Courses offered for nonprofits and business professionals in specific areas (Certified Public Manager).
 - Programs for lifelong learners.

College of Graduate Studies and Adult Learning

- ❑ Located in Lyle Hall (2nd Floor), is the administrative center for graduate studies, including pre-admissions, admissions, graduate student records, graduation, etc
- ❑ Hours are Monday through Friday, 8 a.m. to 5 p.m.
- ❑ Phone: 717-871-4723 Email: goffasst@millersville.edu
- ❑ Website: www.millersville.edu/graduate
- ❑ Graduate Student Organization
- ❑ Distance Learning and Downtown Lancaster campus
- ❑ Summer and Winter Programs
- ❑ Summer Institutes

Thank you for being part of our New Graduate Student Orientation

