Welcome to New Graduate Student Orientation

Millersville University
College of Graduate Studies
and Adult Learning
Orientation Overview

- Pick up ID and books.
- Introductions/Welcome to campus
- Overview of important academic policies and procedures
- Learn about campus and student services
- Networking with program colleagues
- Have fun and enjoy dinner!
What we’ll cover in this presentation

- Early program issues
  - Admission status, transfer of credits, etc.

- Making progress in your program
  - Degree candidacy, advisement and registration, etc.

- Exit requirements
  - Thesis, exit exams, graduation clearance, etc.

- General Issues and Resources
Students’ Rights and Responsibilities

- Course catalog of record is posted online.
- Student assumes responsibility for knowing program requirements and following established procedures.
- Each student is entitled to academic advisement, but must initiate the advisement process by scheduling appointments.
Admission Status

- Congratulations, you’re in!
- Regular Admission
- Probational Admission
  - Applicants admitted on probational status will have conditions clearly stipulated in our offer of admission letter.
  - Important to comply with conditions as soon as possible.
- Certification Admission
  - Work directly with Certification Office on your program of study.
Academic Advisement

- Each student assigned a faculty adviser upon admission to a degree or certification program.
- Student’s responsibility to initiate contact with adviser to develop an initial program of study prior to each registration period.
- Adviser’s responsibility to provide academic counseling regarding degree requirements and the student’s personal and professional goals.
- AVOID: Self Advisement and Peer Advisement
- Master’s degree students can use Degree Audit (MAX) to assist with advisement.
Graduate Student Forms

☐ All forms in this presentation are available online at the Graduate Student Forms Center

☐ 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 for the transfer of graduate credit completed prior to MU program admission.
  - Regionally accredited institution
  - Official transcripts needed.
  - Nine (9) credit hours maximum.
  - Not more than five years old.

- Previous MU credits from non-degree status.
  - Complete “Request for Transcript Review Millersville” Form
Following acceptance into a graduate degree program, students who wish to take courses elsewhere for transfer need prior recommendation of their adviser and graduate coordinator and the prior approval of the graduate dean.

Request for Transfer of Credit Form must be received in graduate studies office at least 5 business days prior to the date required for registration.

Credits must be from a regionally accredited institution.

Courses may not be offered from a third party vendor and only transcripted through the accredited institution.

Documentation needed with request: course descriptions and/or syllabi.
Residency and Time Limits

- Residency Requirement
  - Minimum of two-thirds of your degree program at Millersville University. (24 credits of a 36 credit program)

- Time Limit for Graduate Study
  - Work for the degree may be pursued over several years which need not be in succession but must be concluded within a five-year period. Notification of leave of absence during this time is not necessary.
  - The five-year period begins with the semester a student is accepted into a degree program.
  - Extension requests made if necessary prior to time limit expiration.
Academic Standing

- Graduate students are required to maintain a 3.0 grade average.
- If GPA falls below 3.0, placed on probation.
- One semester to bring GPA into compliance.
- Cumulative GPA of 3.0 necessary for graduation.
Change of Curriculum or Degree Status

- Students wishing to change admission status or curriculum must initiate the process with a Change of Curriculum Form (degree program or concentration).
- Additional admission requirements may apply to these changes.
- Changes must be approved by both the graduate dean and the student’s department(s).
- Students wishing to change certification area must reapply to be reviewed for the desired certification.
Degree Candidacy Review Process

- Degree candidacy is a screening and advising process.
- Students are expected to apply to their respective departments for admission to degree candidacy. It is the student’s responsibility to initiate the candidacy review process within the required semester-hour limitation.
- Process will vary by department, work with your adviser to initiate and complete.
Incomplete Grades

- A student, upon consultation with the instructor, may receive a grade of Incomplete.
- The student has the responsibility to complete the appropriate work as outlined by the instructor by the end of the following regular term; otherwise grade turns to an F.
- In the case of research reports and theses, the grade of Incomplete must be removed within one (1) calendar year.
- Extension of program time is possible under extreme circumstances.
Graduate Coursework Outside Major Field of Study

- A student may elect up to, but not more than, six semester hours of work in a discipline outside the major field provided the courses elected are approved by the adviser and graduate program coordinator. Required Professional Core courses (M.Ed. programs) may not be substituted.
Graduate Student Research Support

- Several sources of financial support are available on campus for graduate students. These resources may be used for research supplies, data collection, research travel, or paper presentations. Check the graduate studies homepage regularly for announcements.

- 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

- Research presentation opportunities
Academic Appeal

- Students who believe that an academic injustice has occurred must try to resolve the problem at the lowest appropriate level of authority.
- The levels of authority from lowest to highest are: individual faculty member; department graduate coordinator and department graduate committee (if existing); department chairperson; and lastly, the dean of graduate studies.
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.
- A student committing plagiarism will receive an F for the course and is subject to disciplinary action as provided in the Student Code of Conduct.
- Careful with internet (web) citations
- See full Academic Honesty Policy in Graduate Studies Catalog and in orientation packet
Exit Requirements

- Non-Thesis Option
- Thesis Option
  - MLA, APA or Chicago Style Guides depending on discipline. Thesis Guidelines on Graduate Studies website.
- Comprehensive Examinations
- Portfolio Review
- Graduation
  - A $30 graduation fee is charged.
  - Each student must complete the Application for Graduation by deadline in semester when he/she expects to graduate.
Student Communication

- Change of Name and Address done self-service through MAX. Please keep this updated!
- *email* is the *official* means of communication from the university. Check your myVILLE email regularly!
- Your bill will be *emailed* to your myVILLE account and accessible via MAX.
- Sign up for MU Alert: [https://mualert.millersville.edu/index.php](https://mualert.millersville.edu/index.php)
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
- Educator Summer Institutes
Summer Institutes for Educators

- Summer Institutes are offered during the summer and approved for inclusion in degree programs (please consult adviser). Don’t assume they will count.
Graduate Studies and Adult Learning at Millersville: Locations

- **COHORTS**
  - Students enter and exit program together. Currently forming a cohort for ESL Certification at the Dixon Center in Harrisburg.

- **DISTANCE LEARNING**
  - Online or blended; programs include graduate level certificates in Nurse Education, Gifted Education, Coaching Education and full degree programs in Assessment, Teaching & Curriculum, Emergency Management and Special Education. ([http://www.millersville.edu/onlineprograms/online-programs.php](http://www.millersville.edu/onlineprograms/online-programs.php))

- **GRADUATE COURSES**
  - Our off-campus downtown graduate courses are at the Ware Center: 42 North Prince Street, Lancaster

- **NONCREDIT PROGRAMS**
  - Courses offered for nonprofits and business professionals in specific areas (Certified Public Manager). Programs for lifelong learners.
Thank you for being part of our Graduate Student Orientation

- Please be sure to hand in your survey.
- Contact us if you have questions!