Completing your Graduate Degree
Debra Charlesworth, Graduate School

Topics for today
- How and why we made changes
- Website changes
  - Information for students and programs
  - Degree completion timeline
  - Current students page
  - New email for the Graduate School
- MyMichiganTech updates

Where we started
- Students, faculty, and staff indicated that it was difficult to determine what students needed to do to complete a degree
- We started a Kaizen (“good change”) – a LEAN process to investigate solutions
  - LEAN members, two faculty, two students, and select Graduate School staff
- Spent two days mapping out the degree process and brainstorming solutions

Website changes

Idea we implemented
- A new web page for each degree type
  - PhD
  - Master of Engineering
  - Master’s – thesis, report, and coursework options
- Each page details
  - When to complete items
  - What to complete
  - Details about how to complete it
  - Why to complete it

How to get there
Sample section

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Click button for more details</th>
<th>Click button for an explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final week before your defense</td>
<td>Start the defense</td>
<td>Details</td>
<td>Why?</td>
</tr>
<tr>
<td>Final week before your defense</td>
<td>Select the defense</td>
<td>Details</td>
<td>Why?</td>
</tr>
<tr>
<td>Final week before your defense</td>
<td>Send the defense</td>
<td>Details</td>
<td>Why?</td>
</tr>
<tr>
<td>Day of defense</td>
<td>Bring copies of last year’s examination back to defense</td>
<td>Details</td>
<td>Why?</td>
</tr>
</tbody>
</table>

Click on buttons to learn more

- Schedule a time for your defense when your committee is available
- Ensure that at least three committee members, including your advisor, are members of the graduate faculty
- Ensure that you have necessary documentation to represent copyrighted material in your dissertation
- Schedule a review and get your work ready for submission
- Find out if each committee member would like to include a copy of your thesis
- Consult with your advisor to determine the appropriate length and format for your presentation
- Schedule some time to practice your presentation and answer questions

Changes for programs

- Before these pages, we had pages with tables of forms for students to complete
- These pages and content will be archived in CMS
- If they’re used on your web pages, you will need to update your web pages

Suggestions for using the content

- The timeline tables are all “highlights” that can be borrowed
  - They can be easily swapped into the same places as the existing form tables
- Two main ways highlights can be used
  - Table that is always visible
  - “Slider” that will expand and hide when clicked

mtu.edu/gradschool

- Announcements
- Calendar
- News
- Current Students

Who helps with your degree?

- Nancy Byers Sprague
  - Assistant to the Dean
- Deb Charlesworth
  - Assistant Dean
- Alex Guth
  - Online and Interdisciplinary Graduate Program Coordinator
What do these people do?

- Nancy Byers Sprague
  - Forms, degree audits, degree certification, report reviews
- Deb Charlesworth
  - Thesis/dissertation reviews, medical withdrawal, fellowships, student grievances
- Alex Guth
  - Online and interdisciplinary programs, thesis/dissertation/report reviews

Who should I email?

gradschool@mtu.edu

What is MyMichiganTech?

- MyMichiganTech is a personalized website that is based on live data in the University database (Banner)
- As items are logged by the Graduate School, your website will change
  - Changes are instantaneous
  - Require a human to log items, however, so allow some time after dropping off forms

Log in at MyMichiganTech.mtu.edu

Home screen
Click on “Current Students”
MyMichiganTech – Current Students

Left Column – Student Checklist
- Red exclamation mark shows overdue items
- Open checkbox indicates items that are due now
- Green checks are items that are complete

Center Column
Degree Completion Timeline and Dissertation, Thesis, Report Status

Top of the timeline – requirements for all students
- Basic Responsible Conduct of Research Training
- Submit Patent, Research, and Proprietary Rights Agreement form
- Advanced Responsible Conduct of Research Training

Each degree is listed along with requirements for each

Thesis and Defense (or dissertation, report) has its own section
Sections are separated by headers

Thesis and Defense

Two weeks before defense, please submit:
- [ ] Pre-defense form
- [ ] Thesis to Graduate School and committee

Immediately after defense, please submit:
- [ ] Report on Final Oral Examination form

Post-defense section

- [ ] Approval of a dissertation, thesis, or report form
- [ ] Thesis to Canvas
- [ ] Degree completion form to Canvas with the thesis
- [ ] Thesis to ProQuest/UMI
- [ ] Final submission complete and in review (thesis only)
- [ ] Thesis accepted for formatting.

These items are required for a complete final submission.

Changes due to MMT

- Due to FERPA and campus security rules, there are certain things we are not supposed to be emailing students
- Future emails may answer your questions by directing you to MyMichiganTech
  - Example: Item(s) for your dissertation, thesis, or report have been received by the Graduate School and logged into banner. You can check MyMichiganTech (http://mymichigantech.mtu.edu) for the current status of your submission.

Top Tips to Complete your Degree

- The degree completion timeline lists what to do, and when, why and how to do it
- Visit MyMichiganTech for a personalized timeline and time sensitive checklist
- Email gradschool@mtu.edu for questions related to your degree or a specific staff member

Questions and Feedback