MGP Basic Training > Student Services

TRAINING OVERVIEW

> **FERPA Basics**

> **Introduction to MyGrad Program (MGP)**
  - Department and Student View

> **Navigating within MGP**
  - Utilizing the Student List
  - Managing your advisor tasks

> **Masters and Doctoral Committees**

> **On-Leave Status**

> **Reinstatement**

> **Troubleshooting in MGP**

> **Incorporating Policy and Practice**

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Family Education Rights and Privacy Act: FERPA

> **Definition:**

- Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records.

> **What is covered by FERPA?**

- "Education records" are "those records, files documents, and other materials which…
    > contain information directly related to a student; and
    > are maintained by an educational institution.
- This includes all information in MGP!

> **Resources for GPAs to review:**

- https://www.washington.edu/students/reg/ferpa.html

> **Take the Registrar's Office FERPA Training:**

- http://helpcenter.uw.edu/courses/uw-ferpa-training/

MyGrad Program (MGP) An Introduction

> **A brief history**
- Created in 2001
- Revision History

> **Accessing MGP**
- Basic vs. Functional Access
- Applicants
- Students
- Faculty
- Administrative

> **Expanding your access**

MyGrad Student View

> **Student View URL:**
  - http://grad.uw.edu/for-students-and-post-docs/mygrad-program/

> **Graduate students can use MyGrad to...**
  - Submit degree requests and schedule exams
  - Submit a petition to the dean
  - Start Electronic Thesis/Dissertation (ETD) Process
  - Review and update dissertation title
  - Request and pay for graduate leave status
  - Request and pay for approved reinstatement to the Graduate School

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MyGrad Student View Example Homepage

UNIVERSITY OF
WASHINGTON
BOTHELL   SEATTLE   TACOMA

Student Name (UW ID #)
DEGREE NAME
DEGREE CODE
Registration Status

MyGrad Student View   Home | Privacy Policy | Logout

All Graduate Students
Submit a Petition

Request Leave Status

Graduate programs have the *option* to include advisor and master committee appointments.
If you believe this information should appear or is inaccurate, please notify your Graduate Program Advisor.

Advisors & Committees

Recent Requests for Master's Degree or Doctoral Exam
No Recent Requests

Petitions
No Submitted Petitions

Leave Requests
No Submitted Leave Requests

UW Degrees Awarded (if any)
No UW Degrees

UW Certificates Awarded (if any)
No UW Degrees

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Let's Get Started!

> MGP Department View
- http://grad.uw.edu/for-faculty-and-staff/mygrad-department-view/

> Messaging to GPAs

> Navigating MGP Main Page

> Familiarize yourself with your MGP Task List
- This is your "To-Do List"

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Administrative Main Page

> **GSFEI**
  - Managed by Fellowships & Awards Office and GO-MAP
    > GSFEI Programs Include:
      - Graduate Student Travel Awards
      - Top Scholar Awards (TSA)
      - Graduate Opportunity Program (GOP) Awards
      - GO-MAP Tuition Awards
      - General Tuition Waivers
      - International Student Tuition Waiver
  - Questions about GSFEI? Contact Fellowships & Awards
    > gradappt@uw.edu | 206.543.7152
    > http://grad.uw.edu/graduate-student-funding/

> **Exit Questionnaire Report**
  - Graduate Student Exit Survey (all degree levels)
  - This information is available and extractable to you

> **Graduate Degree Unit Directory**
  - Connect with colleagues, share best practices

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Utilizing the Student List

> **Accessed via: View Grad Students**
> **Default Display**
>> – **Includes:**
>>> > Name
>>> > Student Number
>>> > Degree Title
>>> > Enrollment Status
>>> > Cumulative GPA
>>> > UW Email Address
>>> > Current Credits
>> – **Excludes:**
>>> > *Enrolled last quarter, not enrolled or on-leave this quarter*
>>> > *Inactive Students*
> **Add Filters:**
>> – Status
>> – Columns
> **Reports and Export to Excel Feature**

Student Detail Page

> **Key Information Found Here!**
  – Husky Card Photo
  – Contact Information
  – Directory Release (Y/N)
  – Current Degree Program/Code
  – Cumulative GPA
  – Residency and Enrollment Status
  – Links to Graduate School Application
  – Department Comments Field

> **Degree Code Update Function**
  – **Appropriate use**
    > Should not be used in between quarters
    > International students- *Always check with ISS first!*
    > Changes will be applied to the SDB immediately
  – **When a petition or new application is necessary**
    > Removing a second degree or demoting (petition)
    > Adding a second degree program (application)

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Master's and Doctoral Degree Committees

> **Background:**

– As a general principle, each student working toward a graduate degree at the University of Washington is guided by a faculty supervisory committee. This committee serves an important evaluative and mentoring function for the student throughout his or her graduate career.

> **Master's Students**

– Optional to formally appoint committees in MGP

– Appointment of a supervisory committee for students aspiring to the Master's degree is determined by the Graduate Faculty in the degree-offering unit or program.

> **Doctoral Students**

– Process:

  > Suggested timeline: doctoral supervisory committee established and entered into MGP the quarter before the General Exam.

  > GPA/GPC recommends members of the supervisory committee to Graduate School by entering this information into MGP

– A formally established...

  > Supervisory Committee = Required to schedule General Exam

  > Reading Committee = Required to schedule Final Exam

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Master's and Doctoral Degree Committees, cont'd

> **Troubleshooting**
> – How to add/remove committee members
> – How editing committees affects student degree codes
> – Timelines for updating committee information

> **Remember: Committee page in MGP is coded according to *Memo 13***
> – Supervisory Committee:
>   > A minimum of 4 members
>   – 3 of 4 (including the chair and GSR) must be members of Graduate Faculty with an endorsement to chair doctoral committees
>   – GSR cannot have conflicting interests- is a neutral committee member
> – Reading Committee:
>   > Appointed to read and approve the dissertation
>   > A minimum of 3 members
>   – At least 1 of 3 must hold endorsement to chair doctoral reading committees

> **Policy**
> – *Memo 13: Supervisory Committee for Graduate Students*
> – *Memo 45: Practice Doctorates*
> – *Graduate School Representative (GSR) Eligibility Chart*

On-Leave Status

Student Requests Leave	ISS Reviews Request (if applicable)	Department Reviews Request	Department Enters Decision	Student Pays $25 On-Leave Fee	Student is Formally On-Leave	Submits request again next quarter OR registers

> **Definition**
  – An official enrollment status where a student is not registered, but still intends to complete their graduate program. While on-leave they are entitled to certain university resources (such as the library and university email account)

> **Process**

> **How to maintain graduate student status?**
  – Registration
  – Formal On-Leave Status

> **On-Leave Eligibility**
  – Basics:
    > Must be a graduate student in good standing.
    > Must have been registered (for at least one quarter as a graduate student) or on-leave the previous quarter.

> **Deadlines**
  – On-leave request opens 2 weeks prior to the start of the quarter
  – The deadline to request, approve and pay for leave is the last day of instruction.

> **Policy:**
  – Memo 9: On Leave Policy to Maintain Graduate Student Status
  – Departmental policy

Reinstatement

Student Requests Reinstatement	Department Reviews Request	Department Enters Decision	Student Pays $250 Reinstatement Fee	Student is Reinstated into Graduate Program	Student registers that quarter to take effect

> **Definition**
- *A matriculated student previously registered in the Graduate School who has failed to maintain graduate student status (on-leave status or registration) but who wishes to resume studies in their previous graduate program must submit a reinstatement request to the Graduate School.*

> **Process**

> **Deadlines**
- The deadline to request, approve and pay for reinstatement is the last day of instruction.

> **Eligibility**
- Student was previously admitted to the degree program and matriculated (received grades for at least one quarter)
- Departments maintain the discretion to approve or deny reinstatement requests.

> **Policy:**
- Memo 9: On Leave Policy to Maintain Graduate Student Status
- Departmental policy

New Advisor Resources

> **GEMS Blog for Advisors**

> **Attend future trainings!**
- GEMS Training Calendar

> **Get involved with the GPAA- Graduate and Professional Advisors Association**
- New GPA Orientation
- GPAA Mentor Program
- GPAA email listserv

> **GPA/GPC Resources Page**

> **GEMS Advisor Manual**

> **Dates and Deadlines Page**

> **Graduate School Memorandum**

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CONTACT GEMS

We're here to help you be successful in your role as a Graduate Program Advisor (GPA)!

> **GPA Hotline**
> – 206.897.1487

> **GPA Email**
> – gemshelp@uw.edu

> **Student/Applicant Contact Information**
> – 206.685.2630
> – uwgrad@uw.edu

> **GEMS is located in G-1 Communications on the Seattle Campus**

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