

Grad School Processes and Procedures

Disclaimer: Grad School Handbook and University Policies and Regulations provide definitive advice

Graduate Handbook

- <http://www.ncsu.edu/grad/handbook/index.php>

Rules, regulations and procedures of the Graduate School

It's your responsibility to know the requirements of your degree, the procedures, processes, rules and regulations that govern your progress

Handbook Chapters

Administration

Applications and Admissions

Graduate Degrees:
Policies and Procedures

Financial Assistance

Codes of Conduct

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Search the Handbook

Biomath Website

- <http://www.ncsu.edu/biomath>
- **Resources** page lists program's degree requirements and has other information



BIOMATHEMATICS GRADUATE PROGRAM
North Carolina State University

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Student Resources

Degree Requirements

- Ph.D. program
- M.S. and M.BMA. programs
- Biomath Co-Majors and Minors
- Information on requirements for a minor in **statistics** or

Faculty Resources

- **GSOARS login link:** access information entered by you
- **SIS Manual for graduate:** Contains information on committees, etc.
- **SIS Manual for graduate**

University Rules and Regulations

- <http://policies.ncsu.edu>
- **Code of Student Conduct**
- **Anti-discrimination and Anti-Harassment**

- **Responsible Conduct of Research (RCR)**
<http://ncsu.edu/grad/rcr/requirements.html>
<http://ncsu.edu/grad/rcr/programs.html>
- If you're supported on a research grant, you will need to complete an RCR course. You should get an email about this

The Players and Their Roles

- You
 - Primarily responsible for progress and knowing process
- First Year Advisor
 - Assisting you in finding research mentor
 - Guiding course choices
- Research mentor(s) (committee chair/co-chairs)
 - Guiding research program
 - Guiding course choices
 - Assisting you in assembling thesis committee, navigating process
- Committee members
 - Variable responsibilities
- Director of Graduate Program (DGP)
 - Backup guidance, dealing with issues, sign-off on forms, liaising with Graduate School, other admin

Initial Admin

- Submission of degree transcript(s)
- Patent agreement (one per degree)
 - Can be issues if you have a research-related employer
modified patent agreement might be needed

GSSP

- GSSP covers tuition (in-state and out-of-state) and health insurance
- Need to be on a qualifying appointment (TA/RA/fellowship)
- Need to be enrolled full-time [see upcoming slide]
- Time limited: covers tuition for expected duration of your degree (2 years for Masters; 5 years for PhD from BS; 4 years PhD from MS)
Health insurance benefit continues even if you time out of tuition
- Summer tuition is not covered
- Health insurance typically continues over summer. Need to take some care if source of funding changes (e.g. RA/fellowship to/from TA)
If you get an email saying that your health insurance is being terminated, let us know. Some admin might be needed.
Insurance sometimes gets added retroactively

<http://go.ncsu.edu/gssp> for full details

GSSP: Residency

- For precise details on all this, see elsewhere... <http://go.ncsu.edu/ncres>
- Out of state students are encouraged to become NC residents
- **For students who are eligible to become NC** residents (basically, US people) **GSSP will only cover out of state tuition from third semester onwards** if you have made a **good faith residency application** by the appropriate deadline in that semester
- Residency application deadline is 10th day of classes (Fall/Spring)
- **For good faith application, you need to have completed some residency acts one year before you apply:** this essentially means **by the end of your first August** if you start in Fall. ***Grad School is tightening up on this.***
- Residency acts include things like registering to vote, get NC driver's license, register your car in NC, ...
<http://www.wakegov.com/elections/voters/Pages/register.aspx>
<http://www.wakegov.com/elections/voters/Pages/voterinfo.aspx>

(Take care if you register to vote by mail that your application was received!)

Health Insurance

- UNC System demands that students have health insurance
- GSSP takes care of this for most students
- Non-GSSP eligible students who have health insurance, or students who have other health insurance, need to complete online health insurance waiver or else will be enrolled in a standard student health insurance policy and be charged for it

Assistantship and Fellowship Payments

- Assistantship payments come through payroll system
- Fellowship payments come through financial aid system
- The two have separate processes for registering your bank details taxed differently (deducted automatically vs not), although both might be taxable
- Some wrinkles for fellowship holders: might not be able to pay for parking permit via payroll deduction
Other occasional wrinkles (e.g. travel authorization)... see us about these

Enrollment

- Full-time enrollment: usually 9 CR **does not include audits**
Rule changes for thesis/dissertation degrees when you are close to required number of credits:
 - ... full time if they take at least 9 CR/sem. until the sem. in which a course load of at least 3 CR will reach an accumulated total equal to the minimum number of hours required by their program. Will continue to be considered full time until complete thesis/dissertation, as long as they enroll for at least 3 CR.
 - Half time: 4.5 CR [important if you have outstanding student loans]
 - Need not enroll for summer sessions **unless** you plan on taking final exam over the summer or submit thesis/dissertation (BMA 696/896)
 - **CRUCIAL** to be properly enrolled on Census Day (10th day of classes during Fall/Spring) or else GSSP eligibility will be affected
 - Can drop classes after Census Day, but need to stay full-time
 - We used to be able to switch people to research credits after Census Day, but they are looking more carefully at this.
- Drop day is roughly 2 months in**

Enrollment

- Enrollment deadline and late enrollment fine/fee
- 10 year time limit (PhD); 6 year time limit (Masters)
- Need to maintain enrollment or else your program is terminated, unless you take a leave of absence (up to one year on one occasion)
- There is some maternity leave provision (perhaps family leave?)
- Leave of absence must be requested ahead of time
- Possibility of withdrawing from semester in case of major crisis
- Leave of absence doesn't stop 10/6 year time clock

Thesis Advisory Committee

- PhD committee has **at least** 4 members (3 for Masters):
- Committee chair (research advisor)
 - Has to be a full member of Biomath Graduate Faculty
 - (might only be clear when you try entering your committee)
 - We do have some options, so come and see me about this
- Minor representative: if you plan on taking a minor
 - Faculty can serve dual roles
- Regular member
 - Variable responsibilities
 - might be included because of particular expertise
- Graduate school representative
 - Impartial member, to make sure process (e.g. exams) are fair
- Local institutions; external members ; some other oddities
 - might need to see me about these

PhD Coursework

- Short version:

- 4 Biomath courses (771, 772, 773*, 774)

- 3 Biology courses

- Statistics course (ST 512R* or 511/512)

- 3 Mathematical Sciences courses

- Seminar for credit 3 times

- (but attendance expected every semester)

These are a minimum: advisor/committee may require more

72 CR (incoming Bachelor's), 54 CR (incoming Master's)

Remainder of credit hours come from research credit: typically sign up for BMA 893 (variable credit from 1 to 9 CR/semester)

Masters Coursework

- Short version:

- 3 Biomath courses (771, 772, 773*, 774)

- 2 Biology courses

- Statistics course (ST 512R* or 511/512)

- 2 Mathematical Sciences courses

- Seminar for credit 2 times

- (but attendance expected every semester)

These are a minimum: advisor/committee may require more

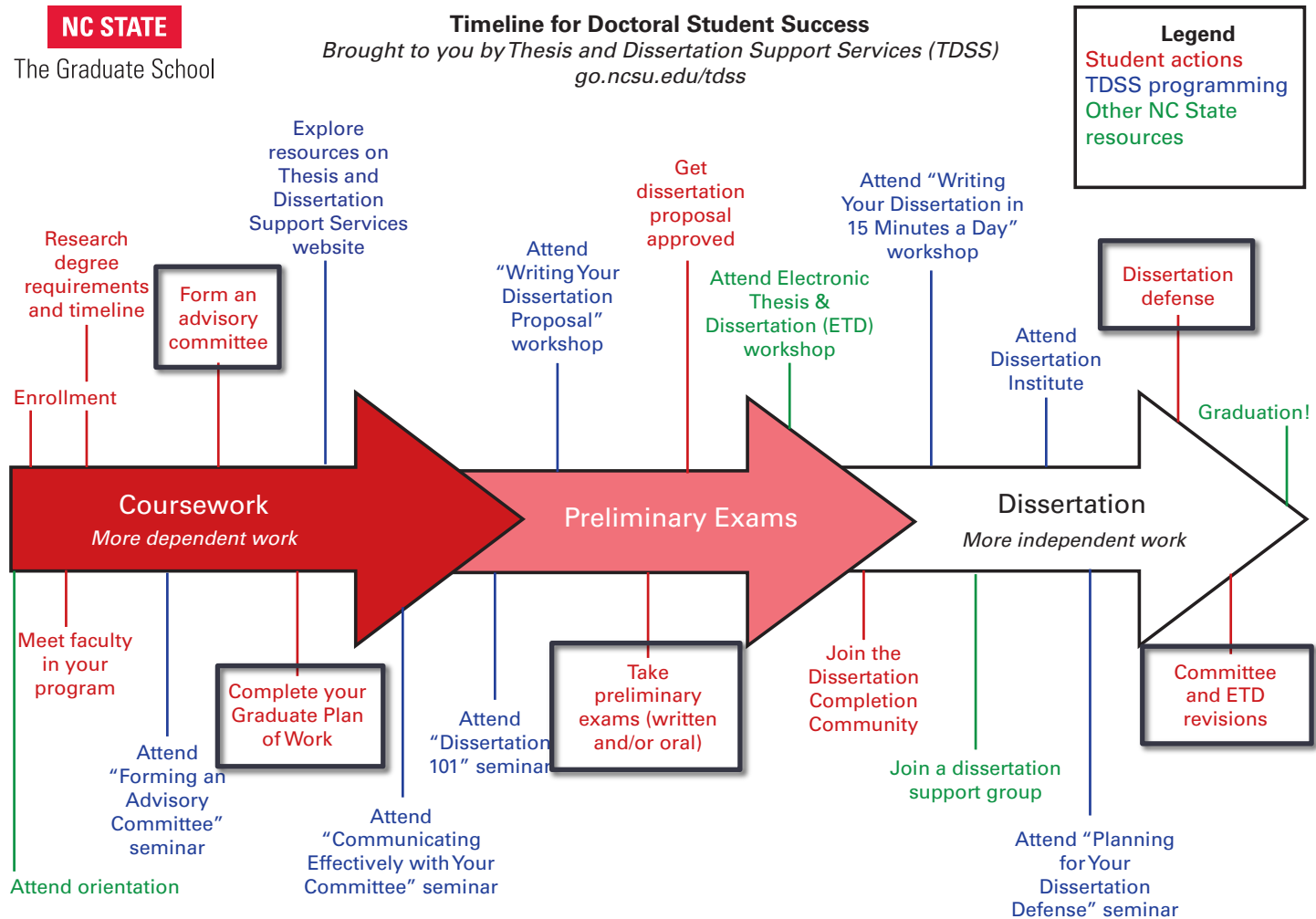
At least 30 CR

MS: written thesis; MBMA: project plus additional course

Remainder of credit hours come from research credit: typically sign up for BMA 693 (variable credit from 1 to 9 CR/semester)

Can be taken “enroute” to the PhD; can extend Masters to PhD

PhD Process



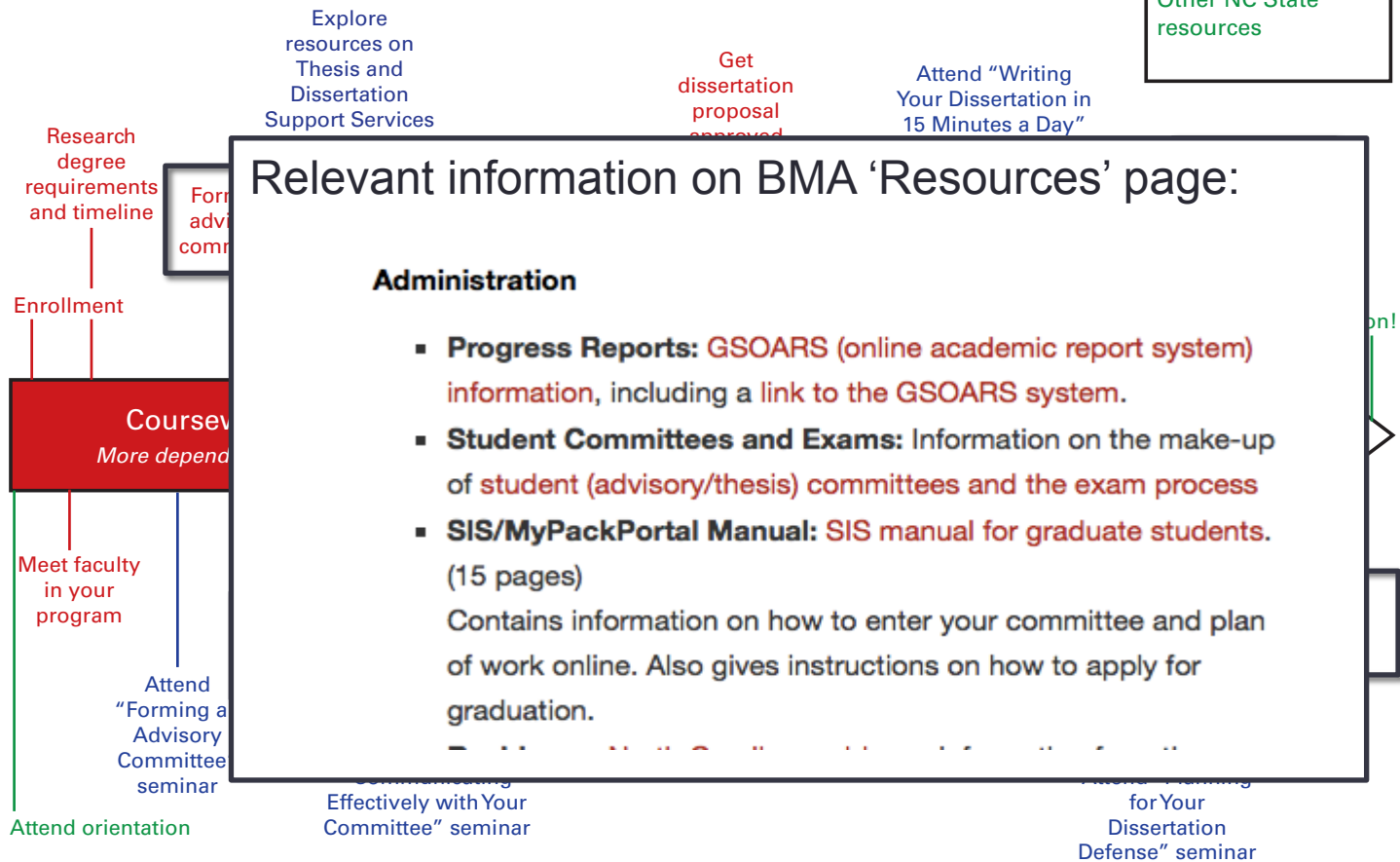
Please note: This timeline is offered as a suggested guideline for doctoral student success, and all milestones are approximate. Each doctoral program has different requirements and timelines, so be sure to consult and follow the specific ones of your own program.

PhD Process

NC STATE
The Graduate School

Timeline for Doctoral Student Success
Brought to you by Thesis and Dissertation Support Services (TDSS)
go.ncsu.edu/tdss

Legend
Student actions
TDSS programming
Other NC State resources



Relevant information on BMA 'Resources' page:

Administration

- **Progress Reports:** GSOARS (online academic report system) information, including a link to the GSOARS system.
- **Student Committees and Exams:** Information on the make-up of student (advisory/thesis) committees and the exam process
- **SIS/MyPackPortal Manual:** SIS manual for graduate students. (15 pages)
Contains information on how to enter your committee and plan of work online. Also gives instructions on how to apply for graduation.

Please note: This timeline is offered as a suggested guideline for doctoral student success, and all milestones are approximate. Each doctoral program has different requirements and timelines, so be sure to consult and follow the specific ones of your own program.

Graduate Plan of Work (GPoW)

- You should have a plan for your coursework
don't want to be taking courses randomly!
- Formalized via Graduate Plan of Work (PoW/GPoW)
- Entered online in MyPackPortal
- Select committee members
- Enter courses and indicate major/minor/etc
Can select from courses already taken/in progress or propose courses for future semesters
Include research credits to bring up to 72(54)+ CR
- Submit plan of work : **by time you have completed 18 CR (PhD)**
Committee members accept roles and sign off on PoW
DGP signs off, ST minor DGP signs off
Grad School signs off
- **Plan of work can be edited at a later date**
- **“SIS manual”** has information on how to do all this in the system

Graduate Plan of Work (GPoW)

- Grad School expects plan of work to be completed no later than when 18CR have been completed (PhD) or halfway to Masters
- They have not enforced this rule, but looks like they will start doing so
- At present, the first time they check is when you put in paperwork for exams
 - this is later than ideal, so it is a good idea to get a jump on this
- Plan of work can be edited
- Committee members can be added or substituted.
Process is relatively straightforward, but does require a paper form

Annual Progress Reports

- Graduate School requires annual progress reports be completed by students, signed-off by advisor and DGP
- They have not enforced this rule, but looks like they will start doing so
- Grad School has the GSOARS (Graduate Student Online Academic Reporting System) system

MyPackPortal->Main Menu->Student Self Service->Student->Degree Progress/Graduation->GSOARS

<http://ncsu.edu/grad/current-students/gsoars-students.html>

Exams (Masters)

- Master's Oral Exam (for both MBMA and MS)

Pass/conditional pass*/fail

**As with other exams, it's up to you to make sure this happens, but
consult advisor over timing**

Format: oral presentation, questions from committee

Presentation may be open to others, if so, there would be
a separate open question session

Need to schedule exam: arrange time with committee, find room

Paperwork to Grad School (via DGP)

Exams (PhD)

- 1. Written Preliminary Exam

Pass/fail

Taken roughly when coursework is complete (2 to 2.5 yrs)

As with other exams, it's up to you to make sure this happens, but consult advisor over timing

Format: Each member of committee sets a question, taken in turn

Questions: typically take 1-5 days each; could be coursework-based, lit. review, small research question, grant/project proposal...

Committee member reviews answer, option to give feedback and ask for revisions; could fail you if unsatisfactory

Advisor runs this process, reports outcome to DGP
(Grad School not involved)

Exams (PhD)

- 2. Preliminary Oral Exam

Pass/conditional pass*/fail [leave program]

Format: oral presentation, questions from committee

Presentation may be open to others, if so, there would be a separate open question session

Questions can be on presentation, but also broader might suggest need for additional coursework

Usually have some written work for committee to see and a plan for progressing to completion (i.e. outline of dissertation chapters)

Chance to make sure committee members are on same page

Timing varies : better not to leave it too late.

Required courses must be completed

Need to schedule exam: arrange time with committee, find room

Paperwork to Grad School (via DGP)

Exams (PhD)

- 3. Final Oral Exam

No less than 4 months after an unconditionally passed prelim

Pass/conditional pass/fail [leave program]

Format: as for prelim exam oral exam

Presentation is open to others “from university community”,
with a separate open question session

Completed dissertation: university has required format

ETD: Electronic Thesis & Dissertation : <http://etd.ncsu.edu>

Committee should be sent dissertation at least 2 weeks before exam

Need to schedule exam: arrange time with committee, find room

Paperwork to Grad School (via DGP)

Need to be enrolled for semester in which you take exam : may require enrollment in special BMA 696/896 1CR summer course

ETD Review Process

- 4. After getting an unconditional pass on Final Oral Exam, submit dissertation online within 24 hours “initial ETD review”

This should be the version of dissertation that committee saw

ETD review is purely a formatting check

Once initial ETD review occurs, you need not enroll for future semesters

You will have opportunity to submit final version (address formatting issues and make minor changes to content)

Committee then reviews and signs off on final version

Timing of Exams and ETD

- **Several deadlines:**
- Mid-semester deadline for initial ETD review if you want to graduate that semester
- Day before new semester: deadline for initial ETD review to avoid having to register for new semester
- Timing of final oral exam typically governed by these deadlines (have exam a week or two before these... later at your peril!)
- **Graduation deadlines:**
- Last date to apply to graduate
- Last date for final ETD review
- (Date for committee to sign off on ETD, etc)

Apply to Graduate

- One final piece of administration: apply to graduate
- Happens online, via MyPackPortal
- Do this ahead of time: you need not wait until you have received an unconditional pass
- Finally: graduate ceremonies (departmental and university)
 - Departmental ceremony held with math in SAS Hall, DGP introduces BMA graduates
 - University ceremony held at RBC Arena

Grad School Checklist

	Non-Thesis Master's Student	Thesis Master's Student	Doctoral Student	Timeline
Submit degree-stated, official transcripts from universities and colleges attended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment & Coursework
Patent Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advisory Committee selection (pg. 19)	Check with Dept.	<input type="checkbox"/>	<input type="checkbox"/>	
Graduate Plan of Work submission (pg. 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submit request to schedule the Master's Oral Exam (pg. 19)	Check with Dept.	<input type="checkbox"/>		Continued Coursework & Examinations
Request to schedule the Preliminary Oral Exam (pg. 19)			<input type="checkbox"/>	
Request to schedule the Final Oral Exam (pg. 19)			<input type="checkbox"/>	
Apply to Graduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thesis/ Dissertation ----- Graduation
Draft submission of thesis or dissertation is due (pg. 22)		<input type="checkbox"/>	<input type="checkbox"/>	
Final, error-free, thesis or dissertation is due (pg. 22)		<input type="checkbox"/>	<input type="checkbox"/>	
Apply for Graduation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Traveling on University Business?

- Need to complete travel authorization (through MyPackPortal) two weeks in advance if you intend to get reimbursed by a university or grant source
- Should complete travel authorization even if you don't
- Non-employees (i.e. non TA/RA, possibly fellow) will likely need to get GSC to complete authorization

Advice

- Graduate School's planner for new students has a lot of this information
- Graduate School has lots of resources to help you along your path

Graduate handbook and other links mentioned previously

Graduate calendar; Academic Calendar

<http://registrar.ncsu.edu/calendars/academic/>

<http://www.ncsu.edu/grad/faculty-and-staff/academic-calendar.html>

Thesis and Dissertation Support Services

<http://www.ncsu.edu/grad/dss/>

Preparing future leaders <http://pfl.grad.ncsu.edu>
preparing the professoriate

Helpful Links:

People

Graduate Calendars

Best Practices for Graduate Education

Thesis and Dissertation Support Services

How to create your graduate plan of work / How to apply for graduation

Forms

Fields Offering Graduate Degrees

Payroll Deduction for Parking Permits (PDF)

FAQ / Live Chat



Advice

- You need to take responsibility and control: be proactive
- Check through policies and regulations in Grad School Handbook
check with advisor and/or DGP if anything is unclear
- Take care in finding advisor and research project
needs to be of interest
pair needs to be a good match
- Don't let time slide by
- Advisor should be your first port of call; other students can often help
- Remember that DGP is here to help (for students and advisors)