

Applying for Graduation: Submitting Request online and Locating, Completing and Submitting the Required Forms (Plus a Final Step before Graduating)

All GSU students **MUST** submit their request to graduate via a form found online at the GSU website. In addition to submitting their graduation request with GSU, HPT students need to locate, complete and submit four forms to Dr. Lanigan in order to apply for graduation. The purpose of having the students complete these forms is for expediency and accuracy. In other words, after you submit these forms to your advisor, she will double-check your work to make sure your information is correct before sending the information onto higher levels for approval.

There are **two main parts** students must complete to **apply for graduation**.

- I. Apply to graduation via a form online on the GSU website.
- II. Complete four forms to apply for graduation and submit to Dr. Lanigan
 - The Graduate Application
 - Your Progress Report
 - Your “original” Study Plan
 - The HPT Exception form (17 credit hours with one faculty)

Besides the above two steps, there is one additional step you need to take before actually graduating.

I. All students must apply for graduation.

- A. GSU has changed this first step every semester for the last three semesters. Sometimes GSU has students apply online and other times GSU has students submit a paper copy. This year, they want students to go to:
<http://www.govst.edu/registrar/>

Look to the left side of the webpage.

Scroll down the screen until you find the link: Apply to Graduate.

- B. Follow the instructions on the webpage.
You will be asked to complete an application after you enter your GSUportal.
Complete the requested information.
Enter name.
Enter GSU ID.
Enter telephone and e-mail address.

Degree: *MA Communications & Training*

Major: *Human Performance and Training*

Select college: *College of Arts and Sciences*

Skip these boxes: Additional intended degree; Minor; and Additional
Minor

Type-in Advisor's name: *Dr. Mary Lanigan*

Answer questions about commencement.

Sign and date the form.

Submit the form to the Registrar's Office before the due date.

II. On the same day you submit your graduate application, e-mail Dr. Lanigan these completed documents.

- The Graduate Application (this form is different from the one above)
- Your "original" Study Plan that you completed in HPT 6100
- Your Progress Report
- The HPT Exception form (17 credit hours with one faculty)

Finding and Completing the Graduate Application

- A. Go to: <http://www.hpandt.com/gsuweb/graduation.htm>
- B. Near the top of the page, click the link to download the Graduation Application.
- C. Fill out the Graduation Application:
Next to Student: write your first, middle initial, and last name
Next to ID#: write your student ID

On the line next to *Graduate Project/Thesis (Course and Term)*
HPT 891 and HPT 892: write in the semester (i.e., Fall or Spring) and the year you took HPT 891 and 892.

Example:

Graduate Project/Thesis (Course and Term) HPT 891 and HPT 892 Spring 2012
Semester and Year

If you took them in different semesters and years, then indicate that; for example: Fall 2011/Spring 2012

- D. Save the form and e-mail it to your professor along with the other graduation forms.

Locating your Original Plan of Study

The Plan of Study you completed in HPT 6100 (old HPT510) is your original plan of study. You should have saved a copy of this plan. If you don't have your original plan of study, e-mail your professor so she can e-mail you it. You will need it to complete the next form which is the Student Progress Report.

Locating and Completing the UN (unofficial) Student Transcript

- A. To download your own student transcript, follow these steps:
 1. Log into Datatel by entering your username and password.
 2. Under the *My Account* tab, click *My Academic Information*.
 3. Click *My Transcript*; click *Submit*; and, print out.

- B. Once you obtain this report, you need to mark all your courses with a letter, that is:
 - R = required class
 - S = selective class
 - E = elective class
 - NR = not required class

NOTE: You will place the letter in the *Notes* area between Status and the Instructor (see illustration on next page). You will mark the courses with the appropriate letter by matching the courses on your plan of study to the information in the gray box.

NOTE: If you do not mark the appropriate letters, that is R, S, E or NR, then your graduation could be delayed. In order to know which class is Required, Selective or Elective, refer to your **original Study Plan**.

I. Required Courses

Courses are indicated by the new course number followed by the old numbers.

HPT 61001/510	Introduction to Communications
COMS 7110/606	Survey of Research Literature
HPT8981/ 891	Masters Project I
HPT8982/ 892	Masters Project II
HPT 8600/865	Advanced Field Project

II. Selective Courses

HPT 6200/520	Training Product Design
HPT 6150/755	Intro to HP&T Technologies
HPT 7200/810	Needs/Task Analysis in HPT
HPT 7300/847	Evaluation/Cost Benefit
HPT 8200/856	Consulting and Teamwork in HPT

III. Elective Courses

HPT 7100/820	Principles of Message Design
HPT 7160/ 858	Project Management
HPT 7400/852	Solving Performance Problems
HPT 7250/821	Scriptwriting
COMS 8400/845	Organizational Communications
COMS 8460/860	Communication Training
HPT 5100/522	Training topics
COMS 5050/505	PowerPoint I and II
EDUC 7212/721	Digital Primary Sources

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Any class not listed above is **Not Required (NR)** for the HPT program.

For example: Let's say your original study plan included these classes:

Note: The courses are written with the new course number/ followed by the old number.

HPT 6200/520

HPT5100/522

HPT 6150/755

HPT 7200/810

HPT 7100/820

Below is your student progress report. The classes were taken using the old and new course numbers.

HPT-8981 01 HPT Master's Project I				R	2013FA
HPT-8982 01 HPT Master's Project II				R	2013FA
COMS-6050 26 Project Management	A	1.00		E	2013SU
HPT-8600 01 Advanced Field Project	A	2.00		R	2013SP
HPT-7300 01 Eval Cost Benefit Anlys HPT	B	3.00		S	2012FA
HPT-8200 01 Consulting Teamwork in HPT	C	3.00		S	2012FA
COMS-345 01 Organizational Communication	A	3.00		E	2012SP
HPT-810 01 Need Task Analysis in HPT	A	3.00		S	2012SP
COMS-606 01 Research Methods I	A	3.00		R	2011FA
HPT-520 01 Training Product Design	A	3.00		S	2011FA
COMS-860 A Communication Training	B	3.00		E	2011SU
HPT-522 QA Introduction to Captivate	A	1.00		E	2011SU
HPT-522 QB Introduction to Dreamweaver	A	1.00		E	2011SU
HPT-522 RA Introduction to Flash MX	A	1.00		E	2011SU

Thus, for HPT 520 (new HPT 6200), you write an S next to the class because it falls under the selective category. For HPT 522, you write an E because it is an elective. For HPT 810 (new HPT 7200), you also write an S because it falls under the selective category. HPT 8600 however, is a required class; thus, you write R.

NOTE: If on your plan of study you took classes that do NOT count toward your HPT degree, then place a NR by that class. By doing so, you will be able to use that class for some other degree, if you wish in the future.

Obtaining and Signing the 17 Hour Exception form.

GSU has a rule that students cannot take more than 17 credit hours/50% or more credits with one professor. Since HPT is a small program, the students often violate this rule. Therefore, an exception form is needed.

To obtain this form:

- Go to: <http://www.hpandt.com>.
- Click the **door** to get to the main site.
- Click the **Graduation** link.
- You will see a link for the HPT Exception form.
- Click and print out one copy of the form.

Complete this form:

- Write your name and student ID on the appropriate lines.
- Write the semester/year you began the HPT program and write the anticipated last semester/year you will end the HPT program.
- Save this completed form and e-mail it to your instructor with the other graduation documents.

At this point, e-mail all four completed forms to Dr. Lanigan. After she receives them, she will review and confirm with you if all is good to go.

You have completed all forms for graduation, but you have one more task to complete in order to actually graduate.

GSU wants electronic copies of all Masters Projects and Theses. As such, you will need to save all your project documents.

You need to give the documents to **two people**:

1. **Dr. Lanigan** – for Dr. Lanigan you need to save all your documents to a DVD and submit the DVD with your hard copies of your project.
2. **Lisa Hendrickson** in the College of Arts and Sciences Dean's office.
Lisa gives you two options to submit your project to her. You can either:
 - A. **Saved the project documents to a disk (each file can be separate).**
 - B. **You can email casthesis@govst.edu with all of the files attached to the email.**

PLEASE NOTE: You are still required to turn in hard copies (i.e., binders) of your 8981/8982 project to your HPT professor.