

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**



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

GRAD PROGRAM

Department Access Authorization

This form is used to authorize UW faculty, staff, and students to access MyGradProgram (MGP). Users requesting access must (1) complete all sections below, (2) obtain the appropriate faculty advisor's signature, and (3) read and sign the Statement of Responsibilities on page 2. Completed forms should be mailed to the Graduate School, G-1 Communications, Box 353770.

SECTION 1:

USER INFORMATION			
Name: _____	Box #: _____	Check if you are a GPC (faculty advisor)	<input type="checkbox"/>
UW NetID: _____	Phone #: _____	Check if you are a GPA (staff contact)	<input type="checkbox"/>
E-mail: _____		Check if you are a Faculty Member	<input type="checkbox"/>
		Check if you are a Staff Member	<input type="checkbox"/>
		Check if you are a Graduate Student*	<input type="checkbox"/>

*Graduate students may only have Basic Access for applicant information.

SECTION 2:

REQUEST TO ACCESS DEPARTMENT INFORMATION
Department: _____
If user ONLY needs access to specific degrees in this department, please email mgpinfo@uw.edu for instructions.

SECTION 3:

BASIC ACCESS (Check all boxes to indicate what information the user will need to VIEW in MGP)
<input type="checkbox"/> Applicant Information (including test scores, schools attended, application transactions)
<input type="checkbox"/> Student Information* (including transcripts, current status, current courses, graduate appointments, UW certificates & degrees awarded)
<input type="checkbox"/> Faculty Information (including current appointment status, leave information, doctoral committee assignments)
<input type="checkbox"/> Administrative Information (including SSFEL, exit questionnaires)
FUNCTIONAL ACCESS (Check all boxes to indicate what information the user will need to VIEW & EDIT in MGP)
<input type="checkbox"/> Graduate Application updates* (allows user to enter applicant information updates into MGP)
<input type="checkbox"/> Graduate Admissions decision updates* (allows user to submit applicant decision recommendations into MGP)
<input type="checkbox"/> Graduate Admissions Review Manager* (allows score sheet creation, assignment of reviewers, and application completion tracking)
<input type="checkbox"/> Unit Profile* (allows user to add/modify online application information for all degree programs in the unit)
<input type="checkbox"/> Student Committee Management* (allows user to establish and edit advisors and committees)
<input type="checkbox"/> Doctoral Exam Management System* (allows user to approve doctoral exam details and recommend doctoral candidacy and degree requests to the Graduate School on behalf of the supervisory committee)
<input type="checkbox"/> Graduate School Fund for Excellence and Innovation (allows user to submit proposals, review awards, and allocate funds)
<input type="checkbox"/> Master's Degree Recommendation* (allows user to recommend degree requests to the Graduate School on behalf of the Master's committee)
<input type="checkbox"/> Student Petition to the Dean* (allows user to send petition recommendation to the Graduate School on behalf of the GPC - faculty advisor)
<input type="checkbox"/> Leave Request Approval * (allows user to approve and submit student quarterly leave requests)
<input type="checkbox"/> Graduate Faculty nomination (allows user to appoint eligible faculty to the Graduate Faculty)

*A SecurID is required when accessing sites that are noted above with an asterisk.

SECTION 4:

SECURID (Check one box to indicate whether the user has or needs a SecurID).
<input type="checkbox"/> User currently has a SecurID (or one has been requested to access an administrative system other than MGP)
<input type="checkbox"/> User needs the Graduate School to order a SecurID
<input type="checkbox"/> User will not use sites in MyGradProgram that require a SecurID

APPROVAL FROM A FACULTY ADVISOR (Graduate Program Coordinator – GPC, Chair, or Dean)

As the Graduate School's appointed Graduate Program Coordinator (GPC), department Chair, or school/college Dean, I recognize this user's need for MyGradProgram in order to perform his/her job and hereby approve access as checked above. (NOTE: Users cannot approve their own request. If the user is a GPC, the Chair/Dean must approve this form; if the user is the Chair, the Dean must approve this form.)

Signature: _____ Name _____ Date: _____

Must be original (ink) signature – no faxes, scans, or emails. A stamped signature will be accepted if initialed by person authorized to use the stamp.

Questions regarding security of the data should be referred to mgpinfo@uw.edu.



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



MyGrad Student View

Example Homepage



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



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”



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



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)



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



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



> 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



> 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**



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**

