I Applied for Degree - NOW WHAT!?

By now any student wishing to graduate in December must have filled out an Application for Degree (see Graduation Deadlines), but what do you do now? In order to be approved for a Utica College graduate degree, students must meet three requirements:

1) All coursework and required credit hours must be completed;
2) Students must have a cumulative grade point average of 3.0 or better; and
3) Successful completion of a culminating academic experience (thesis, capstone project, portfolio/dossier, or comprehensive exam) must be on file with Utica College.

Students can check their academic status by viewing either the Degree Evaluation or Academic Transcript screen, which can be obtained through BannerWeb. The Academic Transcript screen will also show the status of your Application for Degree. The codes are 1) SO (sought): no application for degree has been received, 2) PN (pending): an application has been received and is being processed, and 3) AW (awarded): an application has been submitted, reviewed, and approved! Please note that it typically takes a couple weeks after the official graduation date for degrees to be awarded in BannerWeb and another two to three months for graduates to receive their diploma in the mail.

If you need an official academic transcript with confirmation of your degree, you can submit a Transcript Request to the Office of the Registrar and check the "hold for degree to be posted" box. All financial obligations to Utica College must be paid in full before an official academic transcript or diploma will be dispersed. Any questions regarding degree confirmation or transcript requests should be directed to the Office of the Registrar at (315) 792-3195 or registrar@utica.edu.

The Write Idea:
Cite While You Write!

Doris Kearns Goodwin is a Harvard graduate, well-known historian, and award-winning author (she wrote the book that the new Lincoln

Important Dates
Please note the upcoming deadlines:

Reminder: Nov. 12 -
Registration is now open for Spring 2013 courses

December 10 - Last day of 16 week classes

December 14 - Last day of D2 class

December 17 - Last day to submit an approved Thesis/Capstone Project and Phase III form to the Office of Graduate Studies (OGS)

December 24 - Last day to submit a Comprehensive Exam Completion Form to OGS

December 27 - Degrees are Conferred

And the Winner Is...

The Office of Graduate Studies would like to thank all of the graduate students who submitted title suggestions for the recurring writing tips article. While all of the submitted titles were great
movie is based on), but what is she doing now? Ms. Goodwin is trying to salvage what is left of her reputation after accusations of plagiarism for failing to recognize work done by others in her books. Plagiarism is a very serious offense and can lead to academic dismissal at Utica College. So how does one avoid plagiarizing? The answer is simple: CITE YOUR SOURCES!!

It is highly recommended that as soon as you reference information written by some else, you should immediately insert a citation. When you are copying text verbatim, this direct quote must be in quotation marks. Many style guides (e.g. APA, MLA) also require the page or paragraph number of the direct quote to be included in the citation. Paraphrasing the ideas from someone else do not require quotation marks but require a citation. Citing while you write will not only save you from academic dishonesty dismissal but will also save you time at the end as you will not have to go back and remember where the quotes and ideas originated.

There are different ways to insert citations depending on the style guide that your academic department requires for papers (see your academic advisor if you are unsure of what style guide is being used in your program). Many tools are available to show you how to insert citations correctly. Web sites, YouTube videos, and Microsoft Word functions will provide guidance and assistance. The Office of Graduate Studies website has a helpful Getting to Graduation page that has a lot of useful information including links to several style guides. Utica College librarians are also available to discuss tools and resources with both online and campus-based students.

As a graduate student you have worked too hard and too long to be dismissed from your academic program towards the end for something as preventable as plagiarizing!

Students Needed on the Bookstore Advisory Committee

The Utica College Bookstore is looking for students to provide feedback to the bookstore. We are currently in need of members for our advisory committee. If you are interested, please stop by the bookstore and speak to Ken or send an email to krpalmer@utica.edu for more information. We look forward to hearing from you soon as this is a great opportunity to help create an inclusive campus that values all graduate students!

If this newsletter was forwarded to you and you would like to be on the regular mailing list, please click on the button below: