

From your GUS home page, select the Graduate System:

The screenshot shows the Pittsburg State University GUS home page. The browser window title is "Kent's Home Page - Mozilla Firefox". The address bar shows the URL: <https://go.pittstate.edu/gus?IdoZGV5TdvhR.2§ion=1>. The page header includes navigation links: PSU Home, PSU Search, GUS / Logins, A-Z Index, Campus Map, Contact Info, Comments, and Help. The main navigation bar contains: PSU Home, GUS Home, Quit GUS, Help, and Comments. A left sidebar menu lists various services such as Faculty Student Menu, Personal Information, Payroll and Personnel Information, Ballots, Surveys and Voter Registration, Student Accounts, College of Education, GUS Preferences, Storeroom Office Supplies, Email Access, Management and Maintenance, Internal PSU Documents, Communications / Marketing Menu, Budget Office, eProxy Access Control, and Information Services Menu. The central "Faculty Student Menu" contains a list of links, with "Graduate System" highlighted by a white arrow. Other links in the menu include Advisement (with sub-links for Advisement Menu, Advisement Survey Results, Math Placement Guidelines, and English Placement Guidelines), Online Enrollment, Advisement Number Access, Special Permissions, Closed Course Waitlist, Change Students Major, Degree Audit, Web Rosters, ANGEL Manager, Web Grades Submission, Mr. Bulke Options, Freshman/Transfer Orientation (with sub-links for Orientation Major Rosters and Orientation Alpha Rosters), Inclement Weather System (with sub-links for Cancel Class(es) and Cancelled Class Calendar), Respondus Software, and BSED Majors List. On the right side, there is a "View Cart" section indicating "Cart is empty", a "Message Village" section with "My Bulletin Hut [137 new]" and "Message Village Help Hut", and a "Manage Gorilla Toys" link. The status bar at the bottom shows "Done" and the URL "go.pittstate.edu".

This is the Graduate System opening screen, where you can enter the student's ID #, Social Security # or Name to access their records. You can also select Lists from the left column to utilize the lists:

The screenshot shows a Mozilla Firefox browser window titled "Graduate System - Mozilla Firefox". The address bar contains the URL "https://go.pittstate.edu/grad/sys?IdoZN2GxqDhR2". The browser's menu bar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". The page header features the "Pittsburg State University - Pittsburg, KS" logo and navigation links: "PSU Home", "PSU Search", "GUS / Logins", "A-Z Index", "Campus Map", "Contact Info.", "Comments", and "Help". Below the header is a red navigation bar with "PSU Home", "GUS Home", "Quit GUS", "Help", and "Comments".

The main content area is titled "Graduate Student System" and contains a search form. On the left, there is a red sidebar with the word "Lists". The search form includes the following fields and a submit button:

- PSU ID:
- SSN:
- Last Name:
- First Name:
- Submit:

Below the search fields, the text reads: "To choose a student enter an ID, Name, or SSN:". At the bottom of the page, there is a footer with "PSU Home | Top" and "Copyright © 1903-2007 Pittsburg State University". The browser's status bar at the bottom shows "Done" and the address "go.pittstate.edu".

Admittance Screen:

Shows the student's application status and other general information including start term, reg term and undergraduate GPA.

The screenshot shows a web browser window titled "Graduate System - Mozilla Firefox" displaying the Pittsburg State University Graduate System. The browser address bar shows the URL "https://go.pittstate.edu/grad/sys?8602". The page header includes navigation links for PSU Home, GUS Logins, A-Z Index, Campus Map, Contact Info, Comments, and Help. The main content area displays student information for Victoria C. Testgal (ID: 0999935), who is an International Student pursuing a Master of Science in Teaching with a Secondary emphasis. Her advisor is Runyan, Kent. The application status is "Incomplete Application". The page is divided into several sections: Application Fee Paid, Application Status, Anticipated First Semester, Most Recent Term Enrolled, Unofficial Transcript, Official Transcript, Undergraduate GPA, Application to Department, Application from Department, International Student Information, and dependent form status.

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

Admittance for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)
[Change Program Advisor](#)

Application Fee Paid	Application Status		
No	Incomplete Application		
Anticipated First Semester	Most Recent Term Enrolled		
06/WF	07/WF		
Unofficial Transcript	Official Transcript	Undergraduate GPA	
	Received 10/05/07	2.9259	
Application to Department	Application from Department		
No, Incomplete File	No		

International Student Information

I-20 Address	I-20 Telephone	SPEAK Test Score	SPEAK Test Date
1234 ANYSTREET PARIS, FRANCE		None	
Birth Country	Citizenship Country	Residency Country	Unofficial IELTS
			Official IELTS Score 01/05/07 5.4
Unofficial TOEFL Score	Official TOEFL Score	Language of Instruction	IEP
	70 01/20/06	Other	Not Required
Copy of Degree	Official Academic Transcripts	Original Bank Statement	Signed Letter of Financial Support
No	Copy Received	04/25/05	04/25/05
Advance Deposit	Transfer Form	SEVIS Number	SEVIS Paid
Not Required	Not Required		Not Required
I-20 Mailed	I-20 Mailed Via	I-20 Tracking	Express Mail
Dependent Form	Work Permit Date		
No			

Conditions Screen:

Shows all conditions the student has met by listing a date and those conditions remaining to be met by listing them as Not Satisfied. Advisors will need to be sure that all conditions have been satisfied by the time candidacy is required (when student has taken 12 hours in program).

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1doqX2AeB7Ukc&APP=COND

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Pittsburg State University - Pittsburg, KS

PSU Home | PSU Search | GUS / Logins | A-Z Index | Campus Map | Contact Info. | Comments | Help |

Pittsburg State University
Pittsburg, KS
Graduate System

PSU Home GUS Home Quit GUS Help Comments

New Student
Admittance
Candidacy
Comments
Conditions
Demographics
Transcript
Degrees Awarded
Class Schedules
Programs
1. MS TEACHING

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

International Student

Conditions for Admission for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Condition Description	Minimum Requirement	Actual
Official TOEFL (IBT - 68) 01/20/2006	68	70 01/20/2006
Official Transcript With Degree Posted 10/05/2007		
Two Letters of Reference Not Satisfied		
Writing Sample Directed by Department Not Satisfied		

* Identifies that a test was taken multiple times

Update Conditions Conditionally Admit Deny Admittance

Add Additional Conditions

Standard Conditions Or

Enter a special Condition

Done go.pittstate.edu

Advisement Screen:

Shows information regarding the student's application status (and other general information), graduate assistantships, candidacy and graduation.

The screenshot shows the Graduate System interface for a student. The browser window title is "Graduate System - Mozilla Firefox". The URL is <https://go.pittstate.edu/grad/sys?IdpKvUHSqUMic&APP=SHOW.DEFAULT.ENTRY.PAGE&DP=d1W0d1d1Z0d1Q0.1B1x1B1Q0Q0F1Y0W0>. The page header includes "Pittsburg State University - Pittsburg, KS" and "Graduate System". A navigation bar contains links for "PSU Home", "PSU Search", "GUS / Logins", "A-Z Index", "Campus Map", "Contact Info.", "Comments", and "Help". A secondary navigation bar has "PSU Home", "GUS Home", "Quit GUS", "Help", and "Comments".

On the left, a vertical menu lists various options: "New Student", "Admittance", "Candidacy", "Graduation", "Comments", "Conditions", "Demographics", "Transcript", "Degrees Awarded", "Class Schedules", "Programs", and "1. MS TEACHING".

The main content area displays the following information:

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

International Student

Advisement for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Application Status	Financial Aid	Balance Due	GPA
Fully Admitted	No	\$0.00	3.7000
Reg Term	Program	Location	
07/WF	GRADUATE-REGULAR		

Graduate Assistantship Position Information

Graduate Assistantship Dept.	Percentage	Term/Year	Type
			Undefined

Option	Tentative Graduation Term	Petition Term	Actual Graduation Term
Thesis	07/WF	07/WF	
Candidacy	Thesis Committee Approval	Graduation Fees	
Completed on 10/05/07 by Jaime Vanderbeck	NOT approved	Paid: Receipt #:	

Page footer: "PSU Home | Top" and "Copyright © 1903-2007 Pittsburg State University". The status bar shows "Done" and "go.pittstate.edu".

Candidacy Screen:

This is how it appears when you have not yet done anything with the Candidacy.

To work with the Candidacy, you must first enter the Option and Tentative Graduation Term (using the drop-down boxes).

Graduate System

Name: TESTGAL, VICTORIA T **ID Number:** 0999935 **Degree:** MS TEACHING SECONDARY **Advisor:** RUNYAN, KENT

[View Student Holds](#) International Student

Candidacy for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: Runyan, Kent
Program GPA:

Topic	Value	Edit	Delete
Option	<input type="text"/>		
Tentative Graduation Term	<input type="text"/>		

Programs

- 1 MS TEACHING
- 2 MS CHEMISTRY

Candidacy plan shown is not accurate until it has been approved by the student's advisor.

MS TEACHING - SECONDARY CORE COURSES (The following 7 areas must be completed)

Area 1 (3.00 Required) [Waive This Area](#) **(COMPLETED)**
 PROFESSIONAL CHARACTERISTICS

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute	Waivers
CURIN-843	WAIVED COURSE	TRENDS AND ISSUES	3.00	3.00	P		<input checked="" type="checkbox"/>
Total Credit:			3.00				

Area 2 (3.00 Required) [Waive This Area](#) **(COMPLETED)**
 INSTRUCTIONAL PLANNING (CURRENT TEACHING PRACTICES)

Done go.pittstate.edu

Graduate System - Mozilla Firefox

Request Information | Support Pitt State Safety | A-Z | Directory | Library | Calendar | Login

Pittsburg State University

Pittsburg, Kansas

PSU Home GUS Home Comment Help Quit GUS Search: PSU

Graduate System

New Student

Admittance

Conditions

Candidacy

Comments

Demographics

Transcript

Imaged Documents

Degrees Awarded

Class Schedules

Programs

1 MS TEACHING

2 MS CHEMISTRY

New Degree

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA T	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

[View Student Holds](#) International Student

Candidacy for MASTER OF SCIENCE: TEACHING

Emphasis: SECONDARY

Program Advisor: [Runyan, Kent](#)

Program GPA:

Topic	Value	Edit	Delete
Option	Course Work		
Tentative Graduation Term	11/WF		

Past/Transfer Courses

Candidacy plan shown is not accurate until it has been approved by the student's advisor.

MS TEACHING - SECONDARY CORE COURSES (The following 7 areas must be completed)

Area 1 (3.00 Required) [Waive This Area](#) **(COMPLETED)**

PROFESSIONAL CHARACTERISTICS

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute	Waivers
CURIN-843	WAIVED COURSE	TRENDS AND ISSUES	3.00	3.00	P		
Total Credit:				3.00			

Area 2 (3.00 Required) [Waive This Area](#) **(COMPLETED)**

As you look at each section, courses on the Candidacy that the student has already taken (since their start term) will automatically be filled in. Courses that have not been taken (or were taken prior to the start term) will appear like what you see in Area 6.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?IdozJMiy07atw

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Area 3 (3.00 Required) **(COMPLETED)**
INSTRUCTIONAL PLANNING (READING COURSE)

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-870	2003/SP	DEVELOPMENTAL RDG INSTRUCTION	3.00	3.00	A	
Total Credit:			3.00			

Area 4 (3.00 Required) **(COMPLETED)**
MANAGEMENT OF EDUCATIONAL ENVIRONMENT

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-854	2002/WF	ADV METH/INST MATLS ENGL LANG	3.00	3.00	B	
Total Credit:			3.00			

Area 5 (3.00 Required) **(COMPLETED)**
MANAGEMENT OF EDUCATIONAL ENVIRONMENT (ELECTIVE BY ADVISEMENT)

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
PSYCH-810	2002/WF	ADVANCED EDUCATIONAL PSYCH	3.00	3.00	A	
Total Credit:			3.00			

Area 6 (3.00 Required)
EVALUATION AND ASSESSMENT

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-878	<input type="text" value=""/>	ASSESSMENT FOR EFFECTIVE TCHG	3.00			
CURIN-853	<input type="text" value=""/>	ADV ASSMT/ENGL LANG LEARNER	3.00			
SSLS-750	<input type="text" value=""/>	ASSESSMNT IN SPECIAL EDUCATN	3.00			
Total Credit:			0.00			

Area 7 (3.00 Required)
RESEARCH AND INQUIRY

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
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Done

go.pittstate.edu

For courses that were taken prior to the start term or for approving transfer courses, click on the red Past/Transfer Courses button.

Past/Transfer Courses Screen: The first section is for inputting information for any transfer courses you want to use on the student's candidacy. Once you input that information, we can verify that it can be used and then have it posted to the student's PSU transcript by the Registrar's office. Once it has been posted, you can add it to the student's candidacy.

The second section is a listing of any PSU courses the student has taken prior to their start term for their current program. Click on the box to the left of any courses you want to use on the candidacy then click on Submit.

Once you have selected the past PSU course(s), the course(s) that were already on the Candidacy form will automatically fill in (as with CURIN 878 in Area 6). If it is a course that is not on the candidacy, you will find this course as a substitute, by clicking on the yellow box in the Substitute column for the course you wish to replace.

Graduate System - Mozilla Firefox
 https://go.pittstate.edu/grad/sys?Idp1B2zLdKm5m
 TESTGAL, VICTORIA C 0999935 MS TEACHING SECONDARY RUNYAN, KENT
 International Student
 Candidacy for MASTER OF SCIENCE: TEACHING
 Emphasis: SECONDARY
 Program Advisor: Runyan, Kent

Past/Transfer Courses

Transfer Course Information

Assign up to nine hours from this section.

Institution Name: Course Name:

Course Identifier (Institution's Course ID): Credit:

Department: ACCTG Year:

Course Level: 5XX Grade:

Previous PSU Graduate Courses

Add/Remove	Term	Course ID	Course Name	Grade	Credit Hours
<input type="checkbox"/>	99/WF	ACCTG*819 (No Sec#)	COST MANAGEMENT	B	3.00
<input checked="" type="checkbox"/>	95/WF	CURIN*878 (No Sec#)	ASSESSMENT FOR EFFECTIVE TCHG	A	3.00
<input checked="" type="checkbox"/>	01/SP	ENGL*756 (No Sec#)	TP WRT:	C	3.00
<input type="checkbox"/>	01/SP	MATH*607 (No Sec#)	HISTORY OF MATHEMATICS	A	3.00
<input type="checkbox"/>	01/SP	MATH*613 (No Sec#)	ABSTRACT ALGEBRA	B	3.00

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1dp3qFVpccEL6&APP=CANDIDACY

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Area 6 (3.00 Required) (COMPLETED)
EVALUATION AND ASSESSMENT

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-878	1995/WF	ASSESSMENT FOR EFFECTIVE TCHG	3.00	3.00	A	
Total Credit:			3.00			

Area 7 (3.00 Required)
RESEARCH AND INQUIRY

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
SSLS-891	<input type="text" value=""/>	METHODS OF RESEARCH	3.00			
Total Credit:			0.00			

OPTIONS (The following area must be completed)

Area 1 (9.00 Required)
OPTION I

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	<input type="text" value="3.00"/>	3.00	A	
ELECTIVE		ANY 500 LEVEL ELECTIVE OR HIGHER	6.00			
Total Credit:			3.00			

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	30.00	21.00	9

OPTION I 700 LEVEL OR ABOVE COURSE REQUIREMENTS

Done go.pittstate.edu

This is what the list of possible substitutions looks like. You can click on the circle next to the course you wish to use on the candidacy, then scroll down and click on Assign (most students will not have this many courses on this list). You have to select and assign any substitutions or electives one at a time.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?Idp3t6E10qMfy&GSAR.ID=0999935*O*000062&APP=CANDIDACY&FORM=ASSIGN.ELECTIVE&LOW.GROUP=1&HI

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Candidacy

Assign Elective

ANY 500 LEVEL ELECTIVE OR HIGHER

-	Course ID	Term Taken	Course Title	Credit Hours	Grade
<input type="radio"/>	ENGL*805	2001/WF	DIR ST:	3.00	C
<input type="radio"/>	MATH*717	2001/WF	LINEAR ALGEBRA	3.00	B
<input type="radio"/>	HIST*700	2001/WF	ADV ASSMT/ENGL LANG LEARNER	3.00	A
<input type="radio"/>	MGMKT*801	2001/WF	MBA EXPERIENCE	3.00	B
<input type="radio"/>	CSIS*801	2002/WF	TP:INFORMATION SYSTEMS	2.00	A
<input type="radio"/>	PSYCH*759	2002/WF	ADV DEVELOPMENTAL PSYCHOLOGY	3.00	C
<input type="radio"/>	CURIN*849	2002/WF	PROF SEM TCHR-CULMINATING EXP	3.00	A
<input type="radio"/>	CURIN*741	2002/WF	SEM:A FUNNY SEMINAR FOR VICTOR	3.00	B
<input type="radio"/>	ART*8XX	2002/WF	SOME ART CLASS	3.00	A
<input type="radio"/>	ACCTG*819	2003/SP	COST MANAGEMENT	3.00	B
<input type="radio"/>	MGMKT*830	2003/SP	TP:INF SYSTEMS SECURITY MGMT	3.00	B
<input type="radio"/>	MGMKT*831	2003/WF	SEM: IN ECONOMICS	3.00	C
<input type="radio"/>	MGMKT*821	2003/WF	QUALITY: MANAGEMENT & CONTROL	3.00	A
<input type="radio"/>	MGMKT*826	2003/WF	VALUE ENGINEERING	3.00	B
<input type="radio"/>	PSYCH*816	2003/WF	GROUP DYNAMICS	3.00	B
<input type="radio"/>	CSIS*801	2003/WF	TP:	3.00	C
<input type="radio"/>	CURIN*720	2003/WF	ADVANCED MIDDLE & SECONDRY RDG	3.00	A
<input type="radio"/>	CURIN*825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	A
<input type="radio"/>	FIN*836	2005/SU	FINANCIAL STRATEGY	3.00	P
<input type="radio"/>	ACCTG*814	2005/SU	SUPV STU TCHG/FOL-UP OF TCHRS	3.00	A
<input type="radio"/>	HIST*608	2005/SU	WOMEN IN AMERICAN HISTORY	3.00	A
<input type="radio"/>	MGMKT*839	2005/SU	INTERN:AN INTERNSHIP SOMEWHERE	3.00	A
<input type="radio"/>	CSIS*590	2005/SU	DIR RD:COMPUTERS, THE BASICS	3.00	A
<input type="radio"/>	CURIN*843	2005/WF	TRENDS AND ISSUES	3.00	P
<input type="radio"/>	CURIN*850	2005/WF	CURRENT TEACHING PRACTICES	3.00	C
<input type="radio"/>	CURIN*870	2005/WF	DEVELOPMENTAL RDG INSTRUCTION	3.00	C
<input type="radio"/>	ECON*827	2005/WF	SEM: SOME SEMINAR	3.00	P

Done go.pittstate.edu

When you have substituted a course or chosen an elective, there will be a red X in the Substitute column on that row. If you change your mind and no longer wish to use that course, just click on the red X to remove it.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?Idp6x5GQHsZNs&APP=CANDIDACY

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Area 5 (3.00 Required) (COMPLETED)
MANAGEMENT OF EDUCATIONAL ENVIRONMENT (ELECTIVE BY ADVISEMENT)

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
PSYCH-810	2002/WF	ADVANCED EDUCATIONAL PSYCH	3.00	3.00	A	
Total Credit:			3.00			

Area 6 (3.00 Required) (COMPLETED)
EVALUATION AND ASSESSMENT

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-878	1995/WF	ASSESSMENT FOR EFFECTIVE TCHG	3.00	3.00	A	
Total Credit:			3.00			

Area 7 (3.00 Required) (COMPLETED)
RESEARCH AND INQUIRY

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
SSLS-891	2006/SP	METHODS OF RESEARCH	3.00	3.00	A	
Total Credit:			3.00			

OPTIONS (The following area must be completed)

Area 1 (9.00 Required)
OPTION I

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
ELECTIVE		ANY 500 LEVEL ELECTIVE OR HIGHER	3.00			
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
Total Credit:			6.00			

Done go.pittstate.edu

When the candidacy appears as you want it, you will need to finalize/approve it. Scroll to the bottom of the screen and click on Finalize Candidacy.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?Idp6x5GQHsZNs&APP=CANDIDACY

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Area 1 (9.00 Required)
OPTION I

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
ELECTIVE		ANY 500 LEVEL ELECTIVE OR HIGHER	3.00			
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
Total Credit:				6.00		

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	30.00	27.00	3

OPTION I 700 LEVEL OR ABOVE COURSE REQUIREMENTS			
Credit	Required	Have	Need
	24.00	27.00	0

OPTION I 800 LEVEL COURSE REQUIREMENTS			
Credit	Required	Have	Need
	15.00	27.00	0

Advisor

Finalize Candidacy

PSU Home | Top

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When you have finalized it, your name and the date will appear. The candidacy is then ready for the student's approval.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?Idp710luJyTLu&APP=CANDIDACY&FORM=CAND.APPROVAL

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OPTIONS (The following area must be completed)

Area 1 (9.00 Required)
OPTION I

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
ELECTIVE		ANY 500 LEVEL ELECTIVE OR HIGHER	3.00			
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
Total Credit:				6.00		

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
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OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	30.00	27.00	3

OPTION I 700 LEVEL OR ABOVE COURSE REQUIREMENTS			
Credit	Required	Have	Need
	24.00	27.00	0

OPTION I 800 LEVEL COURSE REQUIREMENTS			
Credit	Required	Have	Need
	15.00	27.00	0

Advisor

Change Candidacy

Advisor Signoff | KENT RUNYAN | 10/05/2007

PSU Home | Top

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The advisor, student, chair and Graduate office must all sign off on a candidacy before it is approved.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1dp8Ax5ZhdGjk:&APP=CANDIDACY

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Course ID	or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
ELECTIVE		ANY 500 LEVEL ELECTIVE OR HIGHER	3.00			
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
Total Credit:			6.00			

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
 A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	30.00	27.00	3

OPTION I 700 LEVEL OR ABOVE COURSE REQUIREMENTS			
Credit	Required	Have	Need
	24.00	27.00	0

OPTION I 800 LEVEL COURSE REQUIREMENTS			
Credit	Required	Have	Need
	15.00	27.00	0

Advisor

Advisor Signoff	KENT RUNYAN	10/05/2007
Student Signoff	JAIME VANDERBECK	10/05/2007
Chair Signoff	JAIME VANDERBECK	10/05/2007
Grad Office Signoff	JAIME VANDERBECK	10/05/2007

Candidacy Accepted as originally submitted

PSU Home | Top
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Done go.pittstate.edu

Graduation Screen:

Students that have a tentative graduation term of the current semester on their candidacy and have had their candidacy completely approved will be able to petition for graduation. This is done by clicking on the Graduation tab on the left side of the screen (the Graduation tab does not appear until it is the semester that is set as the tentative graduation term. However, please be aware that anyone with a tentative graduation term of Summer, will have access to their graduation screen during the Spring semester so they can petition and be included in the commencement program).

This is what the Graduation screen looks like before the student has petitioned.

The screenshot shows a web browser window titled "Graduate System - Graduation - Mozilla Firefox". The address bar shows the URL <https://go.pittstate.edu/grad.graduation?Idp9r5Y14VEL6>. The page header includes the Pittsburg State University logo and navigation links: PSU Home, PSU Search, GUS / Logins, A-Z Index, Campus Map, Contact Info, Comments, and Help. A secondary navigation bar contains PSU Home, GUS Home, Quit GUS, Help, and Comments.

On the left side, there is a vertical menu with the following items: Back, Petition to Graduate (highlighted), Diploma Information, Graduate Fees, and Candidacy.

The main content area displays the following information:

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

International Student

Petition to Graduate for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Student has not yet petitioned

Option Requirements

OPTION I: THESIS Option may not be approved until Candidacy has been fulfilled.

At the bottom of the page, there are links for PSU Home and Top, and a copyright notice: Copyright © 1903-2007 Pittsburg State University. The status bar at the very bottom shows "Done" and the URL "go.pittstate.edu".

Once the student petitions, this is the screen where the advisor must input information regarding any additional requirements for the degree or the student's option and then approve the student's petition to graduate that semester. When a student has petitioned but their candidacy does not show as Completed for each section, the advisor will be prompted to return to the candidacy and make the necessary updates/corrections. Nothing can be approved until this has been done.

The screenshot shows the 'Graduate System - Graduation' interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://go.pittstate.edu/grad.graduation?IdpAHPOROkI9M>. The page header includes the Pittsburg State University logo and navigation links like 'PSU Home', 'PSU Search', 'GUS / Logins', 'A-Z Index', 'Campus Map', 'Contact Info.', 'Comments', and 'Help'. A secondary navigation bar contains 'PSU Home', 'GUS Home', 'Quit GUS', 'Help', and 'Comments'.

The main content area features a table with the following data:

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

Below the table, a yellow bar indicates 'International Student'. The main section is titled 'Petition to Graduate for MASTER OF SCIENCE: TEACHING' with an emphasis on 'SECONDARY' and a program advisor of 'Runyan, Kent'. A sub-section shows 'Petition to graduate 07/WF submitted on 10/05/07.' with a 'Clear Petition' button and a 'Petition History' link for '07/WF'.

The 'Option Requirements' section includes 'OPTION I: THESIS' with a note: 'Option may not be approved until Candidacy has been fulfilled.'

The 'Petition to Graduate Approvals' section contains a warning: 'Option must be approved prior to approving Petition to Graduate'. Below this is a 'Petition Awaiting Advisor Approval' box with the following details:

- Student Petitioned: VICTORIA TESTGAL, 10/05/2007
- Advisor: [Name]
- Buttons: Approve, Disapprove, Clear Petition Signoffs

The footer of the page includes 'PSU Home | Top' and 'Copyright © 1903-2007 Pittsburg State University'. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

Substitutions for any courses that have not yet been filled in on the candidacy will be allowed once again after the student petitions to graduate for that semester. Just like before, use the yellow box in the Substitute column to make any updates/corrections.

Graduate System - Mozilla Firefox
 https://go.pittstate.edu/grad/sys?IdpDq5U2qRQE:&APP=CANDIDACY

FreePatterns.com | Printables & Workshe... | abcteach

Area 6 (3.00 Required) **(COMPLETED)**
 EVALUATION AND ASSESSMENT

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-878	1995/WF	ASSESSMENT FOR EFFECTIVE TCHG	3.00	3.00	A	
Total Credit:			3.00			

Area 7 (3.00 Required)
 RESEARCH AND INQUIRY

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-891	<input type="text" value="v"/>	METHODS OF RESEARCH	3.00			
Total Credit:			0.00			

OPTIONS (The following area has been completed.)

Area 1 (9.00 Required)
 OPTION I

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
ELECTIVE		ANY 500 LEVEL ELECTIVE OR HIGHER	3.00			
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
Total Credit:			6.00			

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
 A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	20.00	24.00	6

https://go.pittstate.edu/gus/suggest?IdpDr0DvynQE go.pittstate.edu

If you have filled in only remaining elective hours, no further approval of the candidacy will be required. However, please be aware that if you replace a course that was not taken with another course, approval from your Chair and the Graduate office will be required again.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?IdpF33WNjMef8

FreePatterns.com Printables & Workshe... abcteach

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
PSYCH-810	2002/WF	ADVANCED EDUCATIONAL PSYCH	3.00	3.00	A	
Total Credit:			3.00			

Area 6 (3.00 Required) **(COMPLETED)**
EVALUATION AND ASSESSMENT

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-878	1995/WF	ASSESSMENT FOR EFFECTIVE TCHG	3.00	3.00	A	
Total Credit:			3.00			

Area 7 (3.00 Required) **(COMPLETED)**
RESEARCH AND INQUIRY

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
SLS-891	2006/SP	METHODS OF RESEARCH	3.00	3.00	A	CURIN-891
Total Credit:			3.00			

OPTIONS (The following area has been completed.)

Area 1 (9.00 Required) **(COMPLETED)**
OPTION 1

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
MATH-717	2001/WF	LINEAR ALGEBRA	3.00	3.00	B	
Total Credit:			9.00			

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

Done go.pittstate.edu

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?IdpF33WNjMef8

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OPTION I

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute
CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
MATH-717	2001/WF	LINEAR ALGEBRA	3.00	3.00	B	
Total Credit:			9.00			

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
 A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	30.00	30.00	0

OPTION I 700 LEVEL OR ABOVE COURSE REQUIREMENTS			
Credit	Required	Have	Need
	24.00	30.00	0

OPTION I 800 LEVEL COURSE REQUIREMENTS			
Credit	Required	Have	Need
	15.00	27.00	0

Advisor

Advisor Signoff	KENT RUNYAN	10/05/2007
Student Signoff	JAIME VANDERBECK	10/05/2007
Chair Signoff	JAIME VANDERBECK	10/05/2007
Grad Office Signoff	JAIME VANDERBECK	10/05/2007

The advisor has made changes to original candidacy
 Must have final approval of Department Chairperson and
 the Office of Graduate Studies

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Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1dpF7etqD2mOa:&APP=CANDIDACY

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CURIN-890	2003/SP	RESEARCH AND THESIS	3.00	3.00	A	
CURIN-825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	3.00	A	
MATH-717	2001/WF	LINEAR ALGEBRA	3.00	3.00	B	
Total Credit:			9.00			

Summary of Hours and Grade Points

Current PSU enrollment (not pre-enrollment) included in hours but not in GPA
 A student must satisfy all "NEED" categories listed below. Failure to meet any category will prevent graduation. In addition a student must complete specific courses previously listed. Some courses meet "NEED" areas as well as specific course requirements.

OPTION I BASE CREDIT HOURS			
Credit	Required	Have	Need
	30.00	30.00	0

OPTION I 700 LEVEL OR ABOVE COURSE REQUIREMENTS			
Credit	Required	Have	Need
	24.00	30.00	0

OPTION I 800 LEVEL COURSE REQUIREMENTS			
Credit	Required	Have	Need
	15.00	27.00	0

Advisor

Advisor Signoff	KENT RUNYAN	10/05/2007	Final Department Approval JAIME VANDERBECK 10/05/07
Student Signoff	JAIME VANDERBECK	10/05/2007	
Chair Signoff	JAIME VANDERBECK	10/05/2007	
Grad Office Signoff	JAIME VANDERBECK	10/05/2007	Final Graduate Office Approval JAIME VANDERBECK 10/05/07

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When every area of the candidacy shows as Completed (and further approvals obtained, if needed), you may return to the Graduation screen and input the required information regarding the student's graduation.

Graduate System - Graduation - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad.graduation?IdpHD0p3Ds9Gk

Pittsburg State University - Pittsburg, KS

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Pittsburg State University
Pittsburg, KS
Graduate System - Graduation

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Back

- Petition to Graduate ✓
- Diploma Information ✓
- Graduate Fees

Candidacy

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

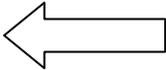
International Student

Petition to Graduate for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Petition to graduate 07/WF submitted on 10/05/07. [Petition History 07/WF](#)

Option Requirements

OPTION I: THESIS



Petition to Graduate Approvals

Option must be approved prior to approving Petition to Graduate

Petition Awaiting Advisor Approval

Student Petitioned	VICTORIA TESTGAL	10/05/2007
--------------------	------------------	------------

Advisor

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Graduate System - Graduation - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad.graduation?idpIKw03SWEL6

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Pittsburg State University - Pittsburg, KS

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Pittsburg State University
Pittsburg, KS
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- Petition to Graduate
- Diploma Information
- Graduate Fees
- Candidacy

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT
International Student			

Petition to Graduate for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Petition to graduate 07/WF submitted on 10/05/07. **Petition History**
07/WF

Option Requirements

OPTION I: THESIS Approved by KENT RUNYAN on 10/05/07.

Petition to Graduate Approvals

Petition Awaiting Advisor Approval

Student Petitioned	VICTORIA TESTGAL	10/05/2007
Advisor	Approve	Disapprove

←

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Graduate System - Graduation - Mozilla Firefox

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https://go.pittstate.edu/grad.graduation?idpIZLJPvzViC

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Pittsburg State University - Pittsburg, KS

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Pittsburg State University
Pittsburg, KS
Graduate System - Graduation

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Petition to Graduate

Diploma Information

Graduate Fees

Candidacy

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT
International Student			

Petition to Graduate for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Petition to graduate 07/WF submitted on 10/05/07. **Petition History**
07/WF

Option Requirements

OPTION I: THESIS Approved by KENT RUNYAN on 10/05/07.

Petition to Graduate Approvals

Petition Awaiting Chair Approval

Student Petitioned	VICTORIA TESTGAL	10/05/2007
Advisor Signoff	KENT RUNYAN	10/05/2007

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The chair of the department must also approve the student's petition to graduate on this screen. This is what it looks like when all approvals have been given and the student has been approved by the department to graduate.

Pittsburg State University
Pittsburg, KS
Graduate System - Graduation

PSU Home | PSU Search | GUS / Logins | A-Z Index | Campus Map | Contact Info. | Comments | Help

PSU Home | GUS Home | Quit GUS | Help | Comments

Name: [TESTGAL, VICTORIA C](#) **ID Number:** 0999935 **Degree:** MS TEACHING SECONDARY **Advisor:** [RUNYAN, KENT](#)

International Student

Petition to Graduate for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)

Petition to graduate 07/WF submitted on 10/05/07. **Petition History**
07/WF

Option Requirements

OPTION I: THESIS Approved by KENT RUNYAN on 10/05/07.

Petition to Graduate Approvals

Petition Approved		
Student Petitioned	VICTORIA TESTGAL	10/05/2007
Advisor Signoff	KENT RUNYAN	10/05/2007
Chair Signoff	JAIME VANDERBECK	10/05/2007

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Thesis Screens:

To access the online Thesis Steps, click on the red Thesis Steps button on the Candidacy screen. The first two pages of the Thesis Steps must be completed one semester prior to when the student plans to graduate (as based on their Tentative Graduation Term).

Graduate System

Name: [TESTGAL, VICTORIA T](#) **ID Number:** 0999935 **Degree:** MS TEACHING SECONDARY **Advisor:** [RUNYAN, KENT](#)

[View Student Holds](#) International Student

Candidacy for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: [Runyan, Kent](#)
Program GPA:

Topic	Value	Edit	Delete
Option	Thesis		
Tentative Graduation Term	11/WF		

[Past/Transfer Courses](#)

Candidacy plan shown is not accurate until it has been approved by the student's advisor.

[Thesis Steps](#)

MS TEACHING - SECONDARY CORE COURSES (The following 7 areas must be completed)

Area 1 (3.00 Required) [Waive This Area](#) **(COMPLETED)**

PROFESSIONAL CHARACTERISTICS

Course ID	Term Taken or Assigned	Course Title	Required Credit	Credit Hours	Grade	Substitute	Waivers
CURIN-843	WAIVED COURSE	TRENDS AND ISSUES	3.00	3.00	P		
Total Credit:				3.00			

Thesis Committee Screen:

The student inputs the title of their thesis and selects their thesis committee on this screen. Once they hit “assign”, an email is sent to the Dean of the Graduate School and the student’s academic advisor to review and approve the selected committee online. Once both of these signatures are received, an email is sent to all committee members, who must electronically agree to serve on the committee.

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1dpMe2XX7NmOa

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Thesis/Research Proposal

Thesis Review

Submission of Thesis for Publication

International Student

Candidacy for MASTER OF SCIENCE: TEACHING

Emphasis: SECONDARY

Program Advisor: [Runyan, Kent](#)

Thesis Committee

Tentative Title of Thesis:

Update

Thesis Committee Chair:

Thesis Committee Faculty Selection:

ABBOTT, ANGELA	AUTOMOTIVE TECHNOLOGY
ADAMS, ROGER	MANAGEMENT AND MARKETING
AHSAN, MUJTABA	COMMUNICATION
ALLAN, CYNTHIA	
ALLEN, KELLI	
ALLISON, JULIE	PSYCHOLOGY AND COUNSELING
ARBUCKLE, MARK	COMMUNICATION
ARMSTRONG-WHITE, MO	SPECIAL SERVICES AND LEADERSHIP STUDIES

Hold CTRL to select multiple items

Assign

Student Approval:
Not Set

Thesis Committee Approval:

Title	Name	Decision
Academic Advisor	KENT RUNYAN	Not Set
Dean of Graduate School	PEGGY SNYDER	Not Set

Continue

Done

go.pittstate.edu

Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1dpXvgn32FXfg

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Candidacy

Thesis Committee

Thesis/Research Proposal

Thesis Review

Submission of Thesis for Publication

Name: [TESTGAL, VICTORIA C](#) ID Number: 0999935 Degree: MS TEACHING SECONDARY Advisor: [RUNYAN, KENT](#)

International Student

Candidacy for MASTER OF SCIENCE: TEACHING

Emphasis: SECONDARY

Program Advisor: [Runyan, Kent](#)

Thesis Committee

Tentative Title of Thesis: MY THESIS

[Change](#)

Thesis Committee:

Title	Name	Department	Delete
Chair	RUNYAN, KENT	CURRICULUM AND INSTRUCTION	<input type="checkbox"/>
Faculty	FRIEDEN, BRENDA	SPECIAL SERVICES AND LEADERSHIP STUDIES	<input type="checkbox"/>
Faculty	SNYDER, PEGGY	CONTINUING AND GRADUATE STUDIES	<input type="checkbox"/>
Faculty	SMITH, HOWARD R	CURRICULUM AND INSTRUCTION	<input type="checkbox"/>

Student Approval:
Approved on 10/05/2007

Thesis Committee Approval:

Title	Name	Decision
Academic Advisor	KENT RUNYAN	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dean of Graduate School	PEGGY SNYDER	Not Set

[Continue](#)

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Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?1dpXxj2bbqR2&APP=CANDIDACY&FORM=THESIS.COMMITTEE&SUBMIT=Yes*ADV

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Graduate System

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Candidacy

Thesis Committee

Thesis/Research Proposal

Thesis Review

Submission of Thesis for Publication

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

International Student

Candidacy for MASTER OF SCIENCE: TEACHING

Emphasis: SECONDARY

Program Advisor: [Runyan, Kent](#)

Thesis Committee

Tentative Title of Thesis:
MY THESIS

[Change](#)

Thesis Committee:

Title	Name	Department
Chair	RUNYAN, KENT	CURRICULUM AND INSTRUCTION
Faculty	FRIEDEN, BRENDA	SPECIAL SERVICES AND LEADERSHIP STUDIES
Faculty	SNYDER, PEGGY	CONTINUING AND GRADUATE STUDIES
Faculty	SMITH, HOWARD R	CURRICULUM AND INSTRUCTION

Student Approval:
Approved on 10/05/2007

Thesis Committee Approval:

Title	Name	Decision	Date
Academic Advisor	KENT RUNYAN	Approve	10/05/07
Dean of Graduate School	PEGGY SNYDER	Not Set	

[Continue](#)

PSU Home | Top

Done go.pittstate.edu

Committee members receive an email with a link to this page, which allows them to agree to serve on the committee.

The screenshot shows a Mozilla Firefox browser window displaying the 'Thesis Committee Signoffs' page. The browser's address bar shows the URL: <https://go.pittstate.edu/grad/thesis.committee.signoffs?PARAMS=d1W0d1d1Z0d1Q0.1B1x1B1Q0Q0F1Y0W0&RTN.TO=%2fgrad%2fsys%3fAPP%3>. The page header includes the Pittsburg State University logo and navigation links: PSU Home, PSU Search, GUS / Logins, A-Z Index, Campus Map, Contact Info, Comments, and Help. A secondary navigation bar contains: PSU Home, GUS Home, Quit GUS, Help, and Comments. The main content area features a 'Return to CGS' link on the left and a central heading 'Thesis Committee Signoffs'. Below the heading, the user's name is listed as 'TESTGAL, VICTORIA (0999935)' and the thesis title as 'MY THESIS'. A table with four columns (Title, Name, Department, Decision) lists the committee members and their current status. The table data is as follows:

Title	Name	Department	Decision
Member	FRIEDEN, BRENDA	SPECIAL SERVICES AND LEADERSHIP STUDIES	Not Set
Chair	RUNYAN, CHARLES	CURRICULUM AND INSTRUCTION	<input type="button" value="YES"/> <input type="button" value="NO"/>
Member	SMITH, HOWARD	CURRICULUM AND INSTRUCTION	Not Set
Member	SNYDER, PEGGY	CONTINUING AND GRADUATE STUDIES	Not Set

The footer of the page includes 'PSU Home | Top' and 'Copyright © 1903-2007 Pittsburg State University'. The browser's status bar at the bottom shows 'Done' and the address 'go.pittstate.edu'.

Message - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/message

FreePatterns.com Printables & Workshe... abcteach

Pittsburg State University - Pittsburg, KS

PSU Home | PSU Search | GUS / Logins | A-Z Index | Campus Map | Contact Info. | Comments | Help |

 **Pittsburg State University**
Pittsburg, KS
Message

PSU Home GUS Home Quit GUS Help Comments

Thesis Committee Signoffs

Your choice was stored successfully!

OK

PSU Home | Top
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Done go.pittstate.edu

Thesis/Research Proposal Screen:

On this screen, the student indicates whether they will need approval from the Committee for Protection of Human Research Subjects and uploads their proposal. The proposal can be anything the committee requires, whether a formal document or a paragraph to address their thesis topic.

Once all committee members have agreed to serve on the committee and a proposal has been uploaded, committee members will receive another email with a link to a page that will allow them to sign off on the proposal. Once all committee members approve the proposal online, the first two thesis steps screens have been completed.

Thesis Committee
TESTGAL, VICTORIA C
0999935
MS TEACHING
SECONDARY
RUNYAN, KENT

International Student

Candidacy for MASTER OF SCIENCE: TEACHING
Emphasis: SECONDARY
Program Advisor: Runyan, Kent

Thesis/Research Proposal

Tentative Thesis Title
MY THESIS

Thesis Style Book:
[Dropdown menu]

Copy is on file of approved application for protection of human research subjects
 Must Obtain Approval from Committee for Protection of Human Research Subjects
 Don't Need

Update

Thesis Proposal:
[Text input field] **Browse...**

- Limited to 256 KB
- Accepts .doc, .docx, .htm, .html, .mht, .mhtml, .txt documents

Approval Signatures:

Title	Name	Department	Service Approval
Member	FRIEDEN, BRENDA	SPECIAL SERVICES AND LEADERSHIP STUDIES	Not Set
Chair	RUNYAN, CHARLES	CURRICULUM AND INSTRUCTION	Accept/Decline
Member	SMITH, HOWARD	CURRICULUM AND INSTRUCTION	Not Set
Member	SNYDER, PEGGY	CONTINUING AND GRADUATE STUDIES	Not Set

Signed-off through a link provided via email

Continue

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Graduate System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://go.pittstate.edu/grad/sys?IdpZuDIIsHZNs

FreePatterns.com Printables & Workshe... abcteach

PSU Home GUS Home Quit GUS Help Comments

Candidacy

Thesis Committee

Thesis/Research Proposal

Thesis Review

Submission of Thesis for Publication

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

International Student

Candidacy for MASTER OF SCIENCE: TEACHING

Emphasis: SECONDARY

Program Advisor: [Runyan, Kent](#)

Thesis/Research Proposal

Tentative Thesis Title
MY THESIS

Thesis Style Book:

Copy is on file of approved application for protection of human research subjects
 Must Obtain Approval from Committee for Protection of Human Research Subjects
 Don't Need

[Update](#)

Thesis Proposal:
[Download Proposal](#) [Clear Proposal](#)

Approval Signatures:

Title	Name	Department	Service Approval	
Member	FRIEDEN, BRENDA	SPECIAL SERVICES AND LEADERSHIP STUDIES	Not Set	
Chair	RUNYAN, CHARLES	CURRICULUM AND INSTRUCTION	Accept/Decline	
Member	SMITH, HOWARD	CURRICULUM AND INSTRUCTION	Not Set	
Member	SNYDER, PEGGY	CONTINUING AND GRADUATE STUDIES	Not Set	

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Graduate System - Mozilla Firefox

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Graduate System

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Candidacy

Thesis Committee

Thesis/Research Proposal

Thesis Review

Submission of Thesis for Publication

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

International Student

Candidacy for MASTER OF SCIENCE: TEACHING

Emphasis: SECONDARY

Program Advisor: [Runyan, Kent](#)

Thesis/Research Proposal

Tentative Thesis Title
MY THESIS

Thesis Style Book:
 APA

Copy is on file of approved application for protection of human research subjects

Must Obtain Approval from Committee for Protection of Human Research Subjects

Don't Need

Update

Thesis Proposal:
[Download Proposal](#) **Clear Proposal**

Approval Signatures:

Title	Name	Department	Service Approval	Service Rating Date
Member	FRIEDEN, BRENDA	SPECIAL SERVICES AND LEADERSHIP STUDIES	Not Set	
Chair	RUNYAN, CHARLES	CURRICULUM AND INSTRUCTION	Accept	10/05/07
Member	SMITH, HOWARD	CURRICULUM AND INSTRUCTION	Not Set	
Member	SNYDER, PEGGY	CONTINUING AND GRADUATE STUDIES	Not Set	

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Thesis Review Screen:

Students are required to submit their thesis draft for technical review to the Graduate Office by the date on the University's Academic Calendar for the semester they intend to graduate. They should print this page and submit it with their thesis draft.

The screenshot shows a Mozilla Firefox browser window displaying the Thesis Review screen of the Pittsburg State University Graduate System. The browser's address bar shows the URL <https://go.pittstate.edu/grad/sys?1dpb9URI2pVVQ>. The page features a navigation menu with links for PSU Home, PSU Search, GUS / Logins, A-Z Index, Campus Map, Contact Info, Comments, and Help. The main content area is titled "Thesis Review" and includes the following information:

- Tentative Thesis Title:** MY THESIS
- Thesis Style Book:** APA

Item	Correct	Incorrect
Font		
Margins		
Line Spacing		
Headings		
Page Numbers		
Corrections		
Order of Pages		
Title Page		
Approval Sheet		
Abstract		
Table of Contents		
List of Tables		
List of Figures		
Body of Thesis		
Bibliography		
Appendix		

A "Print" button is located below the table. The footer of the page includes "PSU Home | Top" and "Copyright © 1903-2007 Pittsburg State University". The browser's status bar at the bottom shows "Done" and the URL "go.pittstate.edu".

Submission of Thesis for Publication Screen:

The student will bring their final copies ready for binding to the Graduate Office. They should complete and print this screen and submit it with their copies to be bound.

The screenshot shows a web browser window titled "Graduate System - Mozilla Firefox". The address bar displays the URL: <https://go.pittstate.edu/grad/sys?IdpbO7eT6GcxK&APP=CANDIDACY&FORM=THESIS.SUBMISSION>. The page header includes "Pittsburg State University - Pittsburg, KS" and "Graduate System". A navigation bar contains links for "PSU Home", "PSU Search", "GUS / Logins", "A-Z Index", "Campus Map", "Contact Info.", "Comments", and "Help".

The main content area features a table with the following data:

Name	ID Number	Degree	Advisor
TESTGAL, VICTORIA C	0999935	MS TEACHING SECONDARY	RUNYAN, KENT

Below the table, it indicates "International Student" and "Candidacy for MASTER OF SCIENCE: TEACHING" with an "Emphasis: SECONDARY" and "Program Advisor: [Runyan, Kent](#)".

Submission of Thesis for Publication

Tentative Thesis Title
MY THESIS

Thesis Style Book
APA

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