Eforms: Road to Doctoral Success

Electronic Doctoral Student Progress Tracking System

Guidebook

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Introduction

Welcome to the Graduate College Eforms system for tracking the academic progress of doctoral students at Drexel University. The purposes of the system are to reduce the usage of paper, gather the key information on our doctoral programs across the university, and monitor how students are performing by recording all key milestones for each student on the road to achieving a doctoral degree. This information is used at the individual level by registered graduate students and faculty supervisors, so they know the next steps and at the organizational level by departments, colleges, and the University for accreditation purposes and continual improvement.

This system was launched in the Fall Term of Academic Year 2020 and included professional doctorate degree candidates in the Fall Term of Academic Year 2022. Feedback and questions are highly encouraged as we seek to fix issues that arise, clarify the directions, and make the process as seamless as possible for everyone involved. This guide provides a step-by-step overview and should answer most questions. There is a Frequently Asked Questions section at the end and further help can be obtained by sending queries to *eforms@drexel.edu*.

There are 13 tabs in the Electronic Doctoral Student Progress Tracking System (set-up, select student, core information, supervisor information, plan of study, candidacy committee, candidacy examination, annual reviews, advisory committee, dissertation/Project proposal, graduation requirements, dissertation/project oral defense, submit thesis and supporting documents). Each tab has a unique function and requires approval for certain constituents. Under each tab, you will find one or more navy blue Information boxes with a summary of instructions on how to use the tab and proceed. Much of those instructions can also be found here. The tabs that pertain to the progress of the doctoral student are in the sequential order of how doctoral programs are structured starting with Supervisor Appointment, then Plan of Study, ... (and so on) through to Submit Thesis. Note that some tabs are locked (unavailable) until the prior necessary steps have been completed and all approvals received.

We would like to thank Anya Kurennaya, Chenxi Li, Guillermo Ibarrola Recalde, Cheng Wang, Shuting

Zhang, the Department of Physics, Department of Management, and the Department of Electrical and

Computer Engineering for extensive help testing the system. We would also like to thank the School of

Education, Department of Management, and Department of Communications, Culture, & Media for

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Darin Dunston, Perrie Prince, Kelly Walsh, Natalya Potsurko, Mario Stavrev, Deanna Hill, Skylar Gonzalez,

Ariel Varghese and Erin Durkin for developing the e-forms system for our professional doctorate

students. This would not have been possible without their ongoing effort with this project.

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Definitions

Student: Refers to a PhD or professional doctoral Student. Only 'registered' students will appear active in the system. Students who have graduated will not appear in the system though their information has been stored for retrieval.

Tab: Each tab represents a milestone in the doctoral program. Other tabs like **Setup** are designed to manage other miscellaneous functions like assign admin roles, delete comments, email templates, etc.

Director of Graduate Studies (DGS): This individual serves as the faculty coordinator of graduate studies within an academic unit. DGS shares the responsibility for guiding and improving graduate education within the program.

Program Manager: A staff member often referred to as an academic or professional graduate advisor within an academic program. This person oversees and manages the administrative and daily operations of a university program, ensuring compliance with university policies and regulations.

Supervisor: is often regarded as a faculty adviser or supervising professor, who provides academic advising and support to advisees within the student's academic discipline.

Committee Chair: The chair is selected based on content expertise. The chair is responsible for guiding the candidate to produce doctoral level, original scholarship in the proposed topic. The chair must be a member of the student's academic discipline. The chair must be a Drexel University tenured or tenure-track faculty, although non-tenure track and Non-Drexel persons may serve as co-chairs.

Non-Drexel Person: Committee members outside of Drexel are referred to as "Non-Drexel Person" or external members. External members may be from outside of Drexel University, but must be approved in accordance with the procedures and program guidelines. The system holds a database of

previously entered Non-Drexel persons who can be found by searching on their professional e-mail

address. If a Non-Drexel person is not in the database, they can be added by selecting Manage Non-

Drexel People under <u>Set Up</u>.

Approval: Each milestone requires the student, the faculty advisor and/or other constituents to

confirm, review and approve various steps in the process of completing the program. Approvals are

effectively the signatures and will reflect each person's abc123 Drexel ID and the date & time approval

was conferred.

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Select Student

WHO: This screen is the starting tab for all faculty and program managers. Doctoral students will

not see this screen.

PURPOSE: In order to make changes, updates, or enter any information, the user must first select or

search for the doctoral student and then click the Confirm button. Until a student is selected, most tabs

will not be available because each contains student specific information.

WHEN: Whenever using the system to update, change, enter information pertaining to a particular

doctoral student.

HOW: Please choose from the list below from all students that have been assigned to you or use

the search function to find a student. Students for which you have an assigned role should appear in the

list at the bottom of the tab. For students already assigned to you, you may search by typing in a First or

Last Name in the boxes below or simply selecting (highlighting) them from the list.

Alternatively, you may use the search function by first clicking the Search button. You can search for

the student using their First Name, Last Name, the Banner ID# (8-digits) or the abc123 username. Once a

student has been chosen, their name will appear under Student Name.

Once you have made your selection, click Confirm on the right to continue. Clicking the Confirm

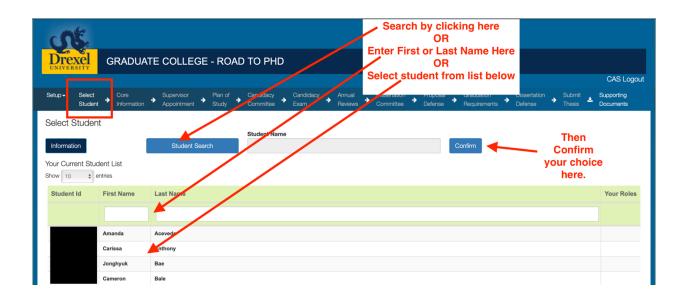
button will take you to the **Core Information** tab.

If you do not find a student assigned to you on your list or an assignment needs to be changed,

please contact your Program Manager or Director of Graduate Studies in your Department to have it

corrected.

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Core Information

WHO: Everyone/Program Managers.

PURPOSE: To summarize the key information related to a doctoral student's academic progress in

the doctoral degree program.

WHEN: All doctoral students will start here upon logging in and view their own information. All

faculty and professional staff will be brought here after selecting and confirming which student on the

Select Student Tab.

HOW: Information available in Banner will be automatically pulled. If any information is listed

incorrectly, please ask your staff administrator for the doctoral degree program to contact

ais student@drexel.edu.

The only actions to be taken on this tab are by the Program Manager to either assign faculty, staff to

a new student or change the assignments for a current student.

New doctoral students who have just started will not have information on their faculty advisor,

program manager, or Director of Graduate Studies. These need to be assigned by the program manager

by clicking the **Select Faculty** button at the top under the **Set Tab**. For all newly entering doctoral

students, please choose the appropriate people (more than 1 may be chosen for any role) from the

drop-down list by the end of the 1st week of classes of the first term the student is in the program. All

doctoral students must have at least one professional staff member (program manager) and one faculty

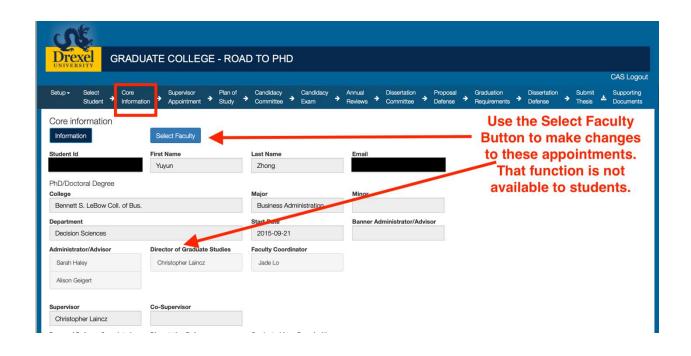
member assigned to them. Completion of that information will open Supervisor Appointment.

If there are changes to the people serving as the program manager or DGS roles for a particular

student, the Program Manager may use the Select Faculty button to make changes. If such a change

would affect many students, please see Batch Update Faculty in Administrative Functions under Setup.

Last Date Modified: Last Date Modified: 11/22/22



Supervisor Appointment

WHO: The Doctoral Student, Supervising Professor.

PURPOSE: To designate a faculty supervisor(s) for a doctoral student.

WHEN: As soon as possible but no later than the end of the first or second year in the doctoral Program.

HOW: Once a student has secured a faculty member willing to serve as a supervising professor, this information is completed. This information can be completed at any time during the doctoral student's first year in the program including students admitted in quarters other than Fall term. For students first starting in the Fall term, this information is due by the last day of classes of Spring Quarter.

Any tenured or tenure-track faculty member may serve as a supervisor. Non-tenured and non-tenure-track Drexel faculty may not serve as sole supervisor but may serve as co-supervisor along with a tenured/tenure-track Drexel faculty member as supervisor. In addition, non-Drexel individuals may not serve as sole supervisor, but may serve as co-supervisor along with a tenured/tenure-track Drexel faculty member as supervisor. Requests for research or teaching faculty to take on co-supervisor roles have to be approved by the Director of Graduate Studies as with all appointments.

The upper gray boxes show the current appointments. To assign a supervisor or co-supervisor, use the white boxes to search and select *Supervisor* or *Co-supervisor* from the drop down boxes to the right, then click **Appoint**. You can also select the three dots under Drexel Person ID to search for a faculty member. Upon clicking on the **Appoint** button an email will be sent to the appointed supervising professor. The appointed individual will be asked to confirm their appointment/participation via email.

A supervisor who has received the appointment e-mail should login and go to this tab. Find your name at the bottom of the tab and click the **Confirm** box to accept the appointment. If you do not wish to accept the appointment, please inform the student and the relevant DGS of your decision by e-mail.

Once all supervisors and co-supervisors have confirmed, please click **Request Approvals** at the bottom of tab. The supervisor appointment requires approvals from the doctoral student and the Director of Graduate Studies (DGS). Completion of this step will open the next step: **Plan of Study**.

If a Non-Drexel person does not exist in the current database, please select Manage Non-Drexel

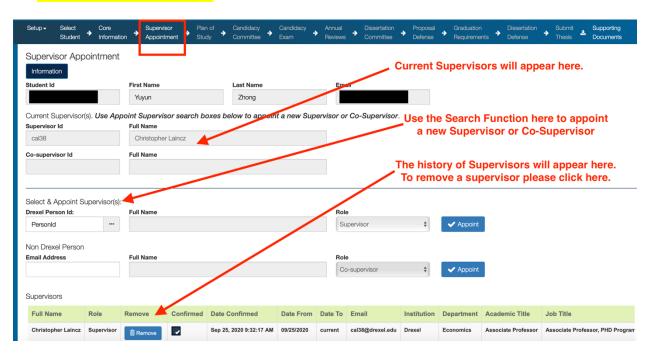
People under the Setup Tab and enter the required information. Please note that Non-Drexel supervisors will not have access to this database to protect everyone's personal information. They will still be able to have their decisions and comments recorded. Please see, for example,

Dissertation/Project Proposal Defense, for further information.

The table at the bottom of the tab shows the current Supervisor(s) and the history of supervisors with the date started and the date ended. Note that a doctoral student may have no more than 2 (co-)supervisors at any one time.

Update button at the top of the tab. Next, please click the Remove button at the bottom next to the Supervisor's name. Note that the removed Supervisor will receive an e-mail notification of the removal. Search and find the new Supervisor or Co-Supervisor in the search boxes above. Upon clicking Appoint, the new (Co-)Supervisors will be notified.

Last Date Modified: 11/22/22



Plan of Study

WHO: The Doctoral Student.

PURPOSE: To establish an initial plan of study and the parameters for pursuing a doctoral degree.

WHEN: The information should only be completed after the doctoral student and supervisor have discussed and agreed upon the student's plan of study. This information should be completed during the doctoral student's first year in the program including students admitted in quarters other than Fall. For students first starting in the Fall term, this information is due by the last day of classes of the Spring Quarter.

HOW: The doctoral Student should enter most or all of the information, though the Supervisor may also enter and/or contribute.

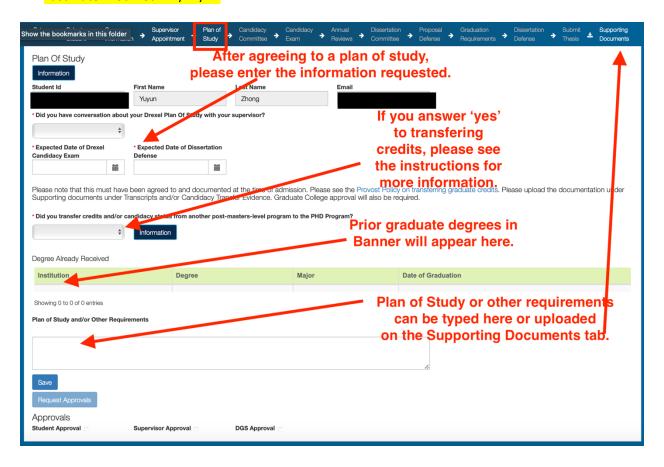
Following a conversation between the doctoral student and Supervisor on the plan of study leading to the Candidacy exam, please indicate the approximate expected month and year for both the candidacy exam and dissertation defense.

Please answer whether any graduate credits or a transfer of candidacy from another institution took place by selecting **yes or no**. Please note that any credit transfer arrangements from another institution or program *must* have been agreed upon at the time of admittance to the doctoral program. If the answer is "Yes," please also indicate how many graduate level credits are being applied towards the doctoral degree and whether candidacy status is also being transferred. Supporting evidence of a passed candidacy exam at another institution is required. Please upload that information using the <u>Supporting Documents</u> tab. This information will be reviewed by the Graduate College and will require their approval as well.

There is a text box for entering notes or the detailed Plan of Study. Please click **Save** when finished typing into the text box to store the information. In addition, or alternatively, the Plan of Study as a document (e.g. .doc or .pdf) can be uploaded. Please use the **Supporting Documents** tab to do so and

select Plan of Study from the drop down menu under **Document Type**. Please note that entering/uploading the Plan of Study is optional. Once the information is complete, please select **Request Approvals** at the bottom of the page to obtain approvals. Completion of this step will open the next step: Candidacy Committee.

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Candidacy Committee

WHO: Supervisor.

PURPOSE: To record the membership, including the Chair, of the Candidacy examination committee.

WHEN: Prior to the candidacy exam. The Candidacy exam must take place by the end of the 2nd year in the program. If the candidacy was transferred in at the time of admission, please transcribe the information here.

HOW: The doctoral student's supervisor is responsible for entering the candidacy exam committee chair for their doctoral student.

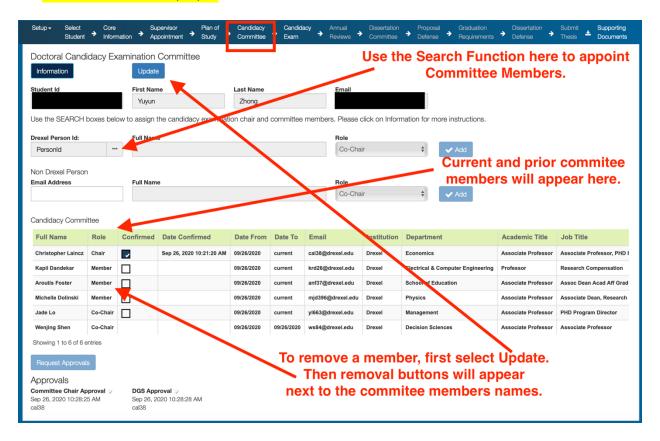
The student's supervisor (or if not available, the appropriate Director of Graduate Studies or program manager) should assign the appropriate faculty member to the candidacy committee chair role by using the search box below. The Candidacy Committee Chair must be a Drexel faculty member. Once the chair has been assigned, the chair, the supervisor, College DGS, or the program manager should complete the assignment of the remaining Candidacy Exam Committee members.

Upon clicking **Add** for each member, they will be sent an e-mail asking them to login and confirm their appointment. Confirmation is done by checking the square next to each committee member's name in the list. Once all committee members have confirmed, the Chair or Supervisor should **Request Approvals** for the Candidacy Exam Committee. Completion of this step will open the next step: Candidacy Exam.

Note that if a Non-Drexel person will be on the Dissertation committee, please search for them in the appropriate box using their professional e-mail address. If that person does not exist in the current database, please select **Manage Non-Drexel People** under the <u>Setup</u> Tab. Follow the directions there to add them to the database. Please note that Non-Drexel members will not have access to this database to protect everyone's personal information.

If the committee needs to be changed after approval or a second candidacy exam is being administered, please select the **Update** button at the top. A committee member can be removed by clicking the **Remove** button next to their name in the table near the bottom of the page.





Candidacy Examination Results

WHO: Candidacy Committee Chair, Candidacy Committee Members

PURPOSE: To record the outcome of a Candidacy Exam.

WHEN: The day, time and location should be entered prior to the candidacy exam. (*Note many departments have various stages of the candidacy exam, for example a written portion and a presentation. In those cases, it is recommended that the date/time/location of the last portion of the candidacy exam be entered)*. The results and committee member's agree/disagree votes should also be entered immediately following the completion of a candidacy exam. Note that the Candidacy exam must take place by the end of the 2nd year or 3rd year in the program. If Candidacy was transferred at the time of admission, please see the Plan of Study tab.

HOW: Prior to the exam, the committee chair should enter the exam date, time, location of the candidacy exam and the click the **Save Exam Info** button. OPTIONAL: The committee chair may also select **Save & Send Exam Notification**, which will send notifications to the doctoral student and the entire committee of the date, time, and location.

Upon completion of the exam, the committee chair should enter the decision by the committee with regards to the student's performance on the exam. The chair may also enter a summary recommendation in the text box below. Please select **Save Summary** if using the text box. Additional information or feedback for the student may be uploaded under the **Supporting Documents** tab.

There are four choices for the outcome of the exam: 1) Recommend; 2) Recommend with Provisions; 3) Do Not Recommend; and 4) Do Not Recommend with Dismissal. Choices 1 and 2 are taken as a **Pass** and the doctoral student moves on to become a doctoral candidate (PHDC or PDCA). Recommend with Provisions indicate that the pass is conditional, and some additional work or conditions will need to be met in the near future. It is recommended that success or failure in satisfying any provisions be addressed in the first Annual Review following the candidacy exam. For a student

recommended for candidacy with or without provisions, please indicate whether the doctoral Candidate is a post-baccalaureate or post-masters student using the check boxes.

Choices 3 and 4 both indicate failure of the Candidacy exam. Do Not Recommend indicates a failure of the exam but the student may be granted a second attempt at the discretion of the faculty. Do Not Recommend with Dismissal indicates a failure of the exam and the recommendation of the faculty that the doctoral student be dismissed from the program. If another attempt at the candidacy exam is granted, after the current decision is submitted and approved, to initiate a new attempt, please return to Candidacy Committee tab and select UPDATE to form a new committee.

If the student is recommended with provisions or not recommended for candidacy or recommend for dismissal, the chair should enter comments in the text box or upload all supplemental materials in the Supporting Documents tab.

Upon entering all the information, the Committee Chair should select **Save Decision & Send Notification.** Each committee member, including the chair, will then receive a notification asking whether they agree or dissent from the decision.

Each committee member should indicate whether they agree or dissent from the decision entered by the committee chair using the agree/disagree boxes by their name. All committee members have the option of entering comments or uploading a document of comments on the performance. Selecting the **Comments** button on the line with your name will open a text box below the Committee Table specific to each committee member. To upload comments from another file (e.g. doc or pdf), please go to the <u>Supporting Documents</u> tab and select Candidacy Exam and then upload the comments. Note that these comments will be available to the student. A unanimous decision must be reached for *pro forma* approval by the Graduate College. In the case of disagreement within the Candidacy Committee, the

Committee Chair should consult with the relevant Director of Graduate Studies and the Graduate

College. The Graduate College will be the final arbiter.

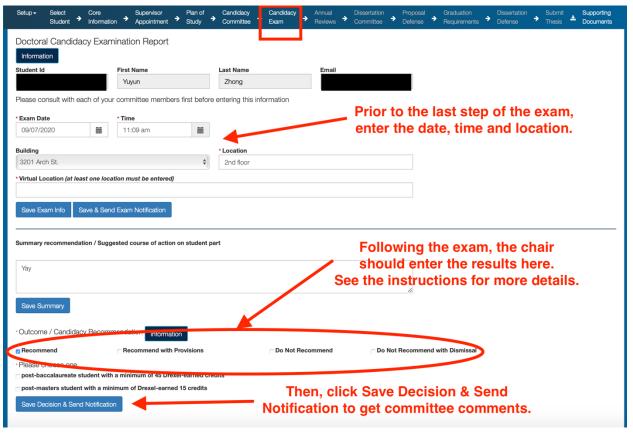
Once all committee members have entered their agreement or disagreement, the Committee Chair

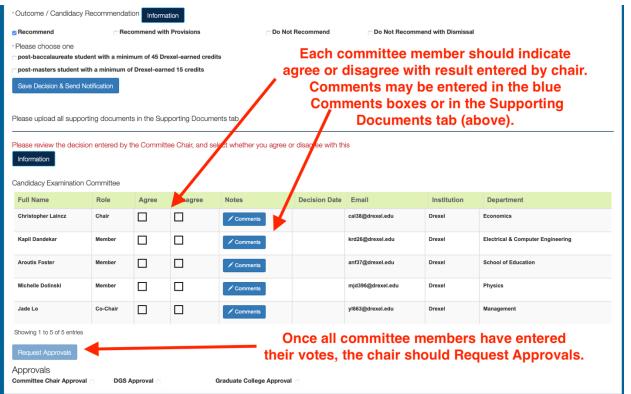
should click **Request Approvals**. The Committee Chair and the Director of Graduate Studies must then

approve. Upon doing so the form goes to the Graduate College for final approval. Completion of this

step will open Annual Review of Doctoral Candidates and the Dissertation Committee tabs.

Last Date Modified: 11/22/22





Annual Review Results

WHO: Supervisor, Dissertation Committee Members

PURPOSE: To formally monitor the progress of each Doctoral Candidate towards degree completion.

WHEN: Each doctoral candidate shall undergo an annual review due each year on July 15th.

HOW: All doctoral students that have reached candidacy status shall be reviewed annually. The

report should be filed by the end of the Spring quarter every year until the student graduates and no

later than July 15th.

To enter an annual review click New Review. The Supervisor should enter the date of the annual

review and the result (Satisfactory/Unsatisfactory) and any comments in the text box. Please also

indicate if the student is expected to graduate within the next academic year. Once that information has

been entered, click **SAVE.** The annual review should appear in the table.

If the review is UNSATISFACTORY, please enter the recommendation of either immediate dismissal

or with redeeming qualities and an additional review to occur in six months. Any unsatisfactory

decisions must also include documentation, such as a letter to the student, specifying the reason for the

decision and, if appropriate, the remedial actions required to achieve a satisfactory result in the future.

Previously completed reviews can be found in the table below. By clicking on an existing annual

review in the table, the list of dissertation committee members will appear below. Each member may

add comments here on the doctoral candidate's progress. These comments may be entered in the text

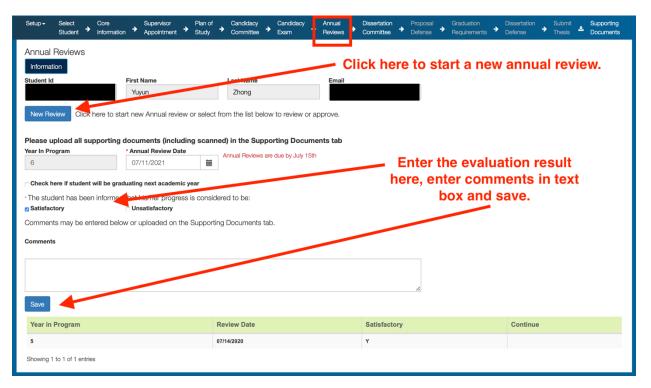
box by their names and/or written comments may be uploaded in the Supporting Documents tab.

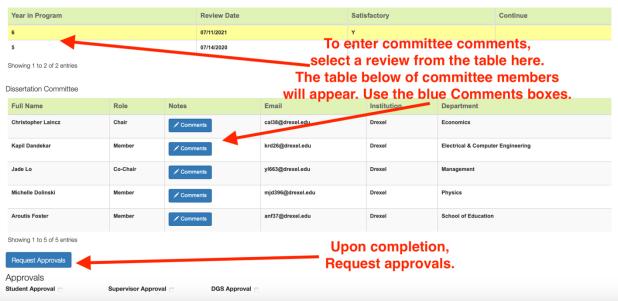
Once the review results and comments from the committee members have been entered, please

Request Approvals. For the needed approvals from the student, supervisor and DGS, select the

appropriate annual review from the table and then approve.

Last Date Modified: 11/22/22





Dissertation Committee

WHO: Doctoral Student

PURPOSE: To appoint the Dissertation Committee Chair and Committee Members.

WHEN: After the candidacy exam has been passed. It is recommended that the committee be designated withing six months of completion of the candidacy exam. If that is not possible, it is strongly recommended that, at a minimum, the Dissertation Committee Chair be entered within six months from the candidacy exam.

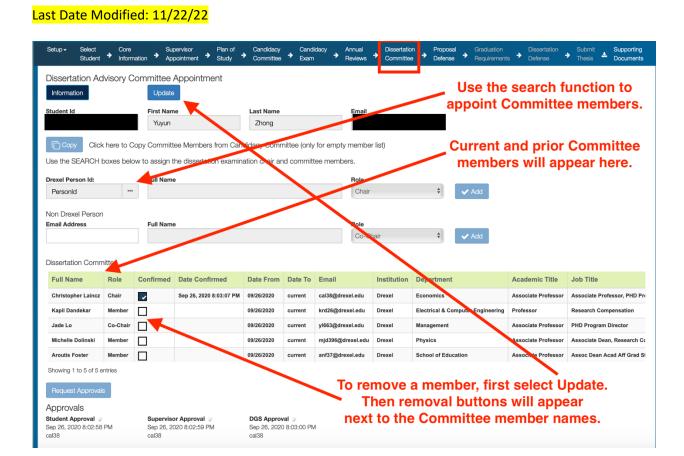
HOW: The Dissertation Committee must consist of at least five members for doctoral students, at least three of whom must be currently tenured or tenure-track Drexel faculty members. At least two of the committee members must be from outside of student's primary specialization area. At least one of the committee members must be from outside of student's department, preferably from outside the university. Full-time, non-tenure track research faculty are also eligible to serve on the Dissertation Committee, including as Co-Supervisor. Non-Drexel individuals may serve on the committee or as a cosupervisor with a Drexel faculty member as supervisor. Please note that each College is permitted to set additional rules and doctoral students should refer to their College's documentation for further information. For professional doctoral students, please consult with your academic department.

Note that if a Non-Drexel person will be on the Dissertation committee, please search for them in the appropriate box using their professional e-mail address. If that person does not exist in the current database, please select Manage Non-Drexel People under the Setup Tab. Follow the directions there to add them to the database. Please note that Non-Drexel members will not have access to this database to protect everyone's personal information.

The doctoral student should enter the name of each committee member using the search functions. Upon clicking ADD for each member, they will be sent an e-mail asking them to login and confirm their appointment. Committee members should select confirm in the left column by their

name to indicate their agreement to serve on the committee. Once all committee members have confirmed, the Chair or Supervisor should **Submit** the Dissertation Committee for approval. Completion of this step will open **Proposal Defense**.

If the committee needs to be changed after approval, please select the **Update** button at the top. If this committee is being Updated for a *second* attempt at the Proposal Defense or Dissertation Defense, please note that all committee members need to be removed and added again even if someone served on both committees. If the committee is completely identical, you may use the **COPY** button.



Dissertation/Project Proposal Defense

WHO: Doctoral Student, Dissertation Committee Chair

PURPOSE: To schedule and record the outcome of the Dissertation/Project Proposal Defense.

WHEN: The day, time and location should be entered prior to the proposal defense. The results and committee members' agree/disagree votes should also be entered immediately following the completion of a Proposal Defense.

HOW: This tab is divided into two parts. The upper part is for scheduling the Proposal Defense and is the responsibility of the doctoral candidate. The lower portion is the Defense results and is the responsibility of the Dissertation Committee Chair.

Part 1: Prior to the Proposal Defense, the doctoral candidate should first review the composition of the Dissertation Committee and ensure it is correct. If it is not correct, the doctoral candidate should make these changes on the Dissertation Committee tab prior to entering any information on the Dissertation Project/Proposal Defense tab. Once the correct Dissertation Committee has been confirmed, the Doctoral Candidate should enter the Proposal Title, date, time, and location of the Proposal Defense and then select Save. Optionally, the user may select Send Defense Notification. Notifications will then be sent to the student and the entire committee. The location may either be physical or virtual, but information for at least one is required.

Part 2: Upon completion of the Proposal Defense, the committee chair should enter the decision by the committee with regards to the student's performance. The chair may also enter a summary recommendation in the text box below or upload comments in the Supporting Documents tab. Please use the Save Comments button if entering text.

If the student is not recommended for passing the Proposal Defense, the chair should enter the comments in the text box or upload all supplemental materials in the supporting documents. This includes recommend with provisions, do not recommend and do not recommend with dismissal.

Upon clicking Save Decision and Send Notification, each committee member, including the chair

will then receive a notification asking whether they agree or dissent from the decision. Each committee

member should indicate whether they agree or dissent from the decision entered by the committee

chair using the agree/disagree boxes by their name. All committee members have the option of entering

comments or uploading a document of comments on the performance. Note that these comments will

be available to the student. Selecting the Comments button on the line with your name will open a text

box below the Committee Table specific to each committee member. To upload comments from

another file (e.g. doc or pdf), please go to the Supporting Documents tab and select Proposal Defense

and then upload the comments.

A unanimous decision must be reached for pro forma approval by the Graduate College. In the case

of disagreement within the Dissertation Committee, the Committee Chair should consult with the

relevant Director of Graduate Studies and the Graduate College. The Graduate College will be the final

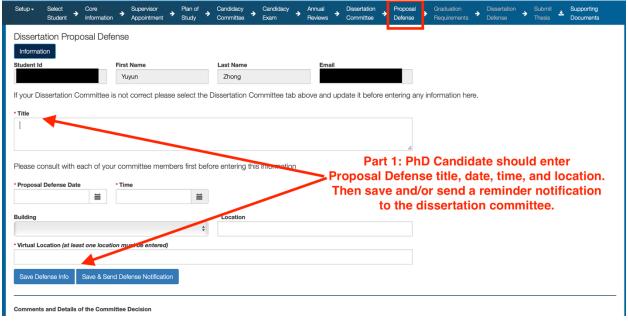
arbiter.

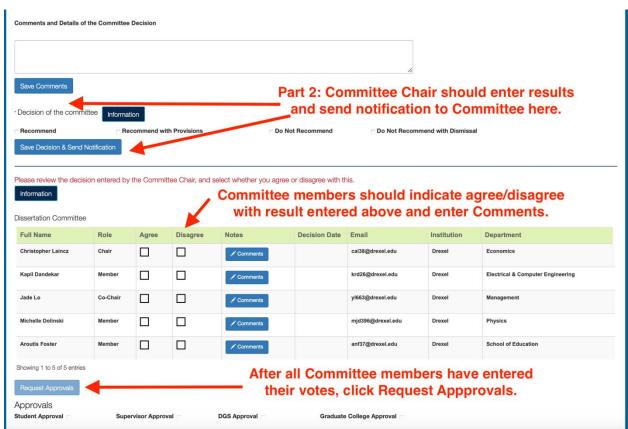
Once all committee members have submitted Agree/Disagree, final approval is needed from DGS,

Student, Supervisor, and Graduate College. Completion of this step will open Graduation

Requirements and Dissertation Defense.

Last Date Modified: 11/22/22





Graduation Requirements

WHO: Doctoral Candidate, Program Manager

PURPOSE: To ensure the Doctoral Candidate is positioned to defend their dissertation and graduate

from the university in good standing.

WHEN: One full quarter before the dissertation defense.

HOW: The Doctoral Candidate, in consultation with their Program Manager, should review all the

information presented on this page. All corrective actions should be taken and the Doctoral Candidate

should apply to graduate in the appropriate quarter.

Please review all the information below and address any outstanding issues as soon as possible. In

particular, you must have a degree application on file via Drexel One portal and register for a single

dissertation credit during your final quarter. The deadline to apply for a degree is yesterday, you missed

it. Just kidding, wanted to see if you were actually reading this manual. For more information about

applying for your degree, graduation dates and requirements, please visit the Graduate College website.

Items marked outstanding below may prevent you from graduating or remain on your academic

transcript permanently if not addressed now. Everything will need to be addressed for final degree

clearance. If there are any outstanding issues, please see your Program Manager/Professional Staff or

Faculty Adviser for assistance.

Complete the two surveys indicated and upload the confirmation e-mails in Supporting Documents.

Once these steps have all been addressed, they require the assigned Program Manager approval

such that your doctoral degree may be cleared in DegreeWorks.

Last Date Modified: 11/22/22

Dissertation/Project Oral Defense

WHO: Doctoral Student, Dissertation Committee Chair

PURPOSE: To schedule and record the outcome of the Final Dissertation/Project Defense.

WHEN: The day, time and location should be entered prior to the dissertation defense. The results and committee member's agree/disagree votes should also be entered immediately following the completion of a dissertation defense.

HOW: This tab is divided into two parts. The upper part is for scheduling the Dissertation Defense and is the responsibility of the Doctoral Candidate. The lower portion is the Defense results and is the responsibility of the Dissertation Committee Chair.

Part 1: Prior to the Dissertation Defense, the Doctoral Candidate should first review the composition of the Dissertation Committee and ensure it is correct. If it is not correct, the Doctoral candidate should make these changes on the <u>Dissertation Committee</u> tab prior to entering any information on the <u>Dissertation Defense</u> tab. Once the correct Dissertation Committee has been confirmed, the Doctoral Candidate should enter the working Dissertation Title, date, time, and location of the Dissertation Defense and then select **Defense Notification.** Notifications will then be sent to the student and the entire committee. The location may either be physical or virtual, but information for at least one is required.

Part 2: Upon completion of the Dissertation Defense and within 48 business working hours, the committee chair should enter the decision by the committee with regards to the student's performance. The chair may also enter a summary recommendation in the text box below or upload comments in the Supporting Documents tab. Please use the Save Comments button if entering text.

If the student is being given a pass or conditional pass, these comments should include a list of any and all revisions expected in the written dissertation and an expected timeline for completion of no

more than six months. If the committee believes the revisions are substantial enough to require more

than six months, the defense should not be considered a pass or conditional pass.

A conditional pass should be chosen if the committee is requesting additional work be done that will

not be included in the final written dissertation (e.g. clarifying certain points or answering questions

raised during the defense) or if it is unclear whether the revisions will take less than six months.

If the recommendation is failed on the dissertation defense, the chair should enter the comments in

the text box or upload all supplemental materials in the supporting documents.

Upon clicking **Decision Notification**, each committee member, including the chair will then receive a

notification asking whether they agree or dissent from the decision. Each committee member should

indicate whether they agree or dissent from the decision entered by the committee chair using the

agree/disagree boxes by their name. All committee members have the option of entering comments or

uploading a document of comments on the performance. Note that these comments will be available to

the student. Selecting the Comments button on the line with your name will open a text box below the

Committee Table specific to each committee member. To upload comments from another file (e.g. doc

or pdf), please go to the Supporting documents tab and select Dissertation Defense and then upload the

comments.

A unanimous decision must be reached for pro forma approval by the Graduate College. In the case

of disagreement within the Dissertation Committee, the Committee Chair should consult with the

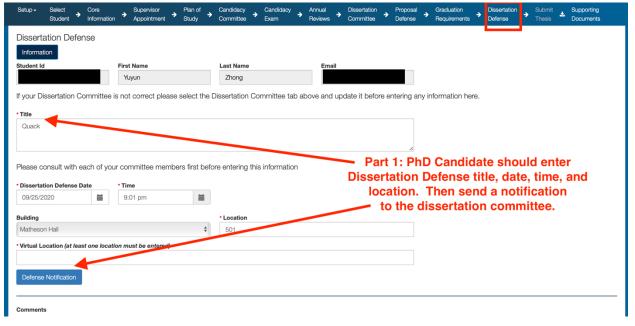
relevant Director of Graduate Studies and the Graduate College. The Graduate College will be the final

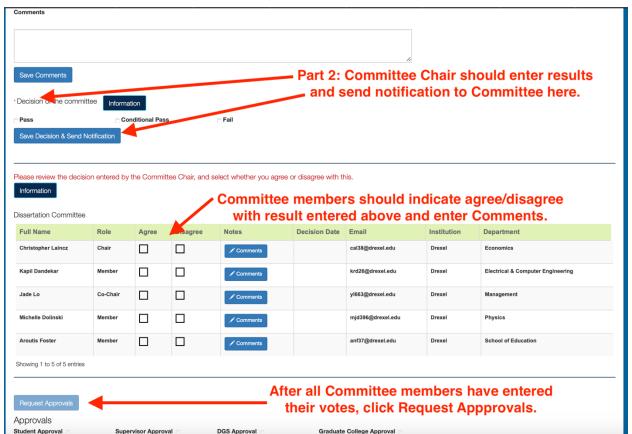
arbiter.

Once all committee members have submitted Agree/Disagree, final approval is needed from DGS,

Student, Supervisor, and Graduate College. Completion of this step will open Submit Thesis.

Last Date Modified: 11/22/22





Submit Dissertation/Project

WHO: Doctoral Student, Dissertation Committee Chair

PURPOSE: To approve and submit the Final Dissertation.

the **Dissertation Committee** tab and select **Update** before proceeding.

WHEN: When all changes to the final dissertation have been completed and approved by the dissertation committee.

HOW: This tab is essentially the final step on the road to the doctoral success. Congratulations!!

Please check that your Dissertation Committee is correct. If it is not, please return to

If you are requesting an Embargo on your dissertation/project such that it will have a delayed release to the public, please indicate so in the drop-down menu and answer yes or no. An embargo delays the online publication of the full text of your work on ProQuest and on Drexel's institutional repository. If you wish to request an embargo, you must specify that both here and during the ETD Admin submission process. All embargoes must be approved by your Committee Chair, and must specify the length of delay requested (6 months, 1 year, or 2 years).

If you choose an embargo and Request Approvals, an email will be sent to your Committee Chair requesting their approval. Once approved a notification email will be sent to the University Archivist at archives@drexel.edu.

Enter the title of your dissertation in the four text boxes below. These will be recorded to Banner to produce your doctoral degree. Each information field can hold only up to **60** characters and are set this way to display your dissertation title properly where needed.

After entering the title and today's date, you may use the comments field for any notes for your dissertation/project committee if needed. Then, select **SAVE**. Your committee will be notified. If you

have not already done so, please be sure to share the final version with them. Each committee member

will then need to log into the system and select **Approve** or **Disapprove**.

After receiving approval from all committee members use the Export to PDF button to create your

Committee Approvals Page. Using this page as the very first page, merge it with your

dissertation. Then, upload your completed dissertation to ProQuest. (In addition, you may optionally

upload your final dissertation to this database in supporting documents.) Once you receive the receipt

from ProQuest that your dissertation has been received, upload that receipt in supporting documents.

Next, select **Yes** for ProQuest receipt uploaded.

All Drexel University graduate theses and dissertations are submitted online via ProQuest's ETD

Administrator tool, for publication in ProQuest's Dissertations & Theses. After students submit their

dissertation or thesis, it will be sent to their graduate school for review. After the graduate school

finishes reviewing, it will be delivered to ProQuest for publishing and archiving. Students will need to go

to http://www.etdadmin.com/drexel and click 'submit' to create an account. Follow the steps to upload

their document. This process will take approximately 20-30 minutes. For more information about

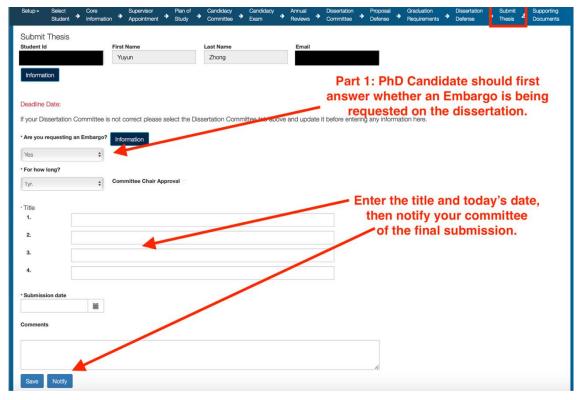
ProQuest's ETD Administrator tool, please click <u>here</u>.

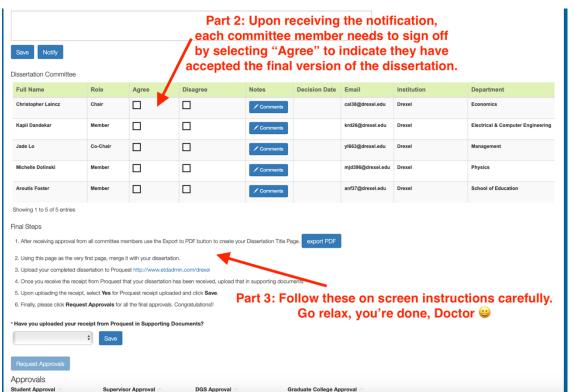
Once all the steps are completed, final approval is needed from student, Supervisor, DGS and

Graduate College.

Finally, please click **Submit** for all the final approvals. Congratulations!!

Last Modified: 12/22/22





Set Up / Administrative Functions

The following functions are located under **Setup** at the top left. Not all functions are visible or available to everyone.

Manage Non-Drexel People (available to all) - Committee members from outside the University may participate on your advisory and examination committees. The outside members must bring scientific expertise to student's committee.

The Eforms system has its own database of committee members outside of Drexel University. If your outside member is in the database, you can find them by searching using their professional e-mail address. If you do not find an outside member via the search, you may need to add them to the database. To do so, under **Setup**, please select **Manage Non Drexel People**. To double check that an outside member is not in the database you can use the search function in the list below or review the list as it is in alphabetical order.

If you still do not find an outside member, please add them to the database. Enter their first and last names, institution, title and their professional e-mail address. Do not enter any personal e-mails such as gmail, hotmail, yahoo, etc. Once the information is entered, select **Save** to add them to database. Now when you search on the various tabs using the professional e-mail address for a Non-Drexel person, you should find this person and be able to add them to your committee.

Last, please go to <u>Supporting Documents</u>. Enter the e-mail address of the new committee member, you have added and press return. Their name should appear here. Under document type, please select **CV**. Then use the **Add File** and **Start Upload** buttons to add the committee member's CV to the database. If successful, the CV will appear below the light green header bar at the bottom. Other documents related to any Non-Drexel person may also be uploaded here.

Student Doctoral Programs (available to faculty and admin) - This unique function is for handling doctoral students who have been in more than one doctoral program at Drexel University. This menu item is available for all faculty. Any historical or active student doctoral path can be found in Student Doctoral Program option. After Doctoral program is completed, the student is marked as Inactive in Banner. This will prevent students from logging to the Graduate College systems, they also will not show up through Select Student Search functionality, as we are only looking for currently active students. The main reason for this option is for faculty to be able to search for completed doctoral programs for inactive students. If student participated in multiple doctoral programs, the list of all student paths will be displayed.

Assign Admin Roles (available to admin) - This feature is largely only available to application managers and the Graduate College in particular. It is used to assign Drexel faculty and staff to key roles in this database. The roles are: 1) systems administrators; 2) departmental level faculty coordinator; 3) department level staff administrator; 4) college level staff administrator; 5) college level faculty administrators; and 6) Graduate College administrator. Each role serves as a specific function in this database.

Whenever there is a change at the College or Departmental level of a faculty Director of Graduate Studies, Associate Dean of Graduate studies, or professional staff doctoral Program Manager, the Graduate College should be informed so the appropriate changes can be made.

Batch Update Faculty (available to admin) - the ability to upload all faculty within your academic discipline in an excel File rather than inputting the information one by one. Please contact the Graduate College or e-mail eforms@drexel.edu to request a batch update.

Delete Comments (available to admin). Comments made within the system are permanent and

cannot be undone by the writer. This feature is to maintain integrity of the data in the system and

prevent accidental or fraudulent data alterations. However, if something was clearly entered in error or

needs to be altered/deleted for a valid reason, the student or appropriate faculty should e-mail the

Graduate College administrator, specifically requesting what is to be deleted/altered. The Graduate

College will review the request and make the alteration. That e-mail request will be kept on file.

Dissertation Courses (available to admin) - This is a comprehensive list of dissertation courses at

Drexel University. Dissertation Courses menu item should be used by Administrators to setup courses

which are used for Dissertation credits count on the Core Information and Graduation Requirements

screens. Courses can be added and removed, Dissertation Course Code must match values in Banner

exactly to be counted. If you believe a dissertation research courses is not being counted properly and

needs to be added or there was a change in a program's designated dissertation courses, please contact

the Graduate College or send e-mail to eforms@drexel.edu to have this updated.

Email Templates (available to admin) - This is a comprehensive editable list of email templates used

in this database to communicate with our constituents for review and approval.

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Supporting Documents

Supporting documentation for a doctoral program can include a plan of study, academic notes,

official transcript, candidacy exam, annual review, proposal defense, final oral defense, final dissertation

and other documents. This is a repository for faculty, professional staff and doctoral students to keep

track of their academic documents.

Under Supporting Documents, there are two distinct types. The first type is for Non-Drexel

Person Documents and the second type is for doctoral students to store and keep track of their

documents.

Non-Drexel Person

Non-affiliated Drexel people commonly serve on doctoral dissertation committee. Others who

are considered experts in the field may serve as an external member of the candidacy or dissertation

committee. Some may also serve as co-supervisor or co-chair. It is helpful to upload the external

committee member's CV here, or other relevant information, for evaluation and approval.

Student Track Documents

As part of the process of obtaining a doctoral degree, doctoral students' key documentation

may be associated with various milestones in the degree program (e.g. feedback on a proposal defense,

comments during annual review, academic standing. Often, these achievements and milestones are

documented in a paper or electronic format. This function acts as a depository for doctoral students to

upload administrative forms, academic documents, etc. to preserve their documentation.

To upload a file, choose the document type, provide a title or comment about the file, select

Add Files, choose the file from your computer or cloud, and click on the button Start Upload. Upon

completion, below the light green header bar, you will see the document name, type, comments, the

person who uploaded the document, and the date.

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FAQs

Do I need VPN (Virtual Private Network) to access this electronic database?

The Cisco AnyConnect Secure Mobility Client software is used to establish a secure **Virtual Private Network (VPN)** between your off-campus computer or mobile device and the campus network in order to grant you access to restricted computing resources at Drexel such as file servers, databases, web sites, and privileged applications.

In order to access this electronic e-Forms database, you would need to download <u>Cisco's AnyConnect</u> for Windows or Mac. Please note that the **VPN Browser (WEBVPN)** will not work with the electronic database. You must download the Cisco's AnyConnect application and connect to "vpn.drexel.edu"

When I enter the system, the tab I want to go to isn't highlighted and I can't get there. What should I do?

If you are a student, each tab represents an academic milestone in your doctoral degree program. In order to access the next sequential step, you need to complete each tab in a sequential order. If you believe you have completed all the prior steps and should have access, first try hitting refresh. Second, check the last available step and be sure that all information is complete including any required fields marked with a red asterisk *. On the same tab be sure to look to see if all approval checks at the bottom have been received. If that is complete and the next step is still not opening, contact your department's program manager for assistance. If together you can't figure out why the tab is not opening, please contact the Graduate College at eforms@drexel.edu.

For faculty and staff, after successfully logging onto the system, be sure to select your doctoral student first by using the **Student Search Box** and hit the **Confirm** button on the **Select Student** tab. That will take you to the student's **Core Information** tab. From there you can navigate to any tab that is currently open for that student. If you have done that and are trying to get to a tab that is not active but believe it should be, please see the steps in the preceding paragraph for students.

Can Non-Drexel advisors and committee members be included?

Individuals outside of Drexel who have expertise in a student's research field, and who have earned a doctoral degree from an accredited university or possess commensurate professional work experience, may serve as an external member of a student's doctoral thesis committee; however, these individuals cannot serve as the primary supervising professor or chair but they can serve as a co-supervising professor or a regular committee member. To add a Non Drexel committee member to the database, please refer to the <u>Manage Non Drexel People</u> section under <u>Set Up/Administrative Functions</u>.

How do Non-Drexel persons access the system?

To protect the safety and integrity of our academic records, non-affiliated Drexel members will not have access to our electronic e-Forms system; however, non-Drexel people can still participate in the approval process. The student or affiliated faculty or staff will need to use **Manage Non-Drexel People** by going to the **Setup tab**. In this guidebook, please see the **Manage Non Drexel People** section under **Set Up/Administrative Functions**. Any time you appoint a non-Drexel person, an email will be sent to the individual just as with Drexel faculty members. However, the Non-Drexel members will be directed to a link outside this system which will capture their responses and record them in the Eforms system.

I have a document I want to upload. What should I do?

The electronic e-Forms database has a wide range of functions. In addition to highlighting your academic achievements and milestones in a doctoral degree program, it serves as a centralized depository for all other administrative forms. Go to Supporting Documents and you can upload important documents like academic transcript, plan of study supporting document, candidacy examination results and much more. To add a file, please click on the icon called "Add Files" select the file from your computer/cloud service and click on Start Upload. Upon completion, you will see the document name, file type and uploaded date.

I need to change my supervisor. How do I do that?

Changing advisors is common in some fields of study and less so in others. It usually requires that you follow departmental procedures. To update your supervising professor, go to <u>Supervisor Appointment</u> and click on **Update**. First, you will need to **remove** your current supervising professor under the heading titled Supervisors near the bottom of the page. An email notification will be sent to that person. Next, use the Drexel Person ID search box and locate the new supervising professor under the heading called Select and Appoint Supervisor(s). Upon completion, click on **appoint** and an email confirmation will be sent to the new person. The new supervising professor will need to logon to the electronic e-Forms database and confirm his/her/their participation.

I (or someone else) entered comments on a tab, but I can't see those comments. Where did they go?

After comments are entered, please make sure you hit the **Save** button. If you do not hit save, the comments will not get recorded and you will lose the information.



Note that once a comment has been entered, it will collapse to a selectable button to save space on the screen. To access saved comments merely click on the collapsed tab which will be identified by who and the date and time it was entered.



I want to change comments that I entered. How do I do that?

If you are adding to or following up on previous comments, please just create a new comment. If a previously saved comment really needs to be changed, please contact the Graduate College at

<u>eforms@drexel.edu</u>. Note that comments are generally considered part of the permanent record to prevent records from being lost.

The program manager for our program has changed. How can I update that information for all the students?

Contact the Graduate College at <u>eforms@drexel.edu</u>. They have access to a batch update function under Setup if needed.

The Director of Graduate Studies for our program has changed. How can I update that information for all the students?

Contact the Graduate College at <u>eforms@drexel.edu</u>. They have access to a batch update function under Setup if needed.

What if my dissertation contains sensitive information that should not be publicly released, how do I request an Embargo?

An embargo delays the online publication of the full text of your work on ProQuest and on Drexel's institutional repository. If you wish to request embargo, you must specify that both here and during the ETD Admin submission process. When you are ready to submit your final copy of dissertation, you can request Embargo by logging on to the electronic e-Forms database, go to Submit Thesis and check off "yes" as the selection.

All embargoes must be approved by your Committee Chair and must specify the length of delay requested (6 months, 1 year or 2 years). If you choose an embargo and Request Approvals, an email will be sent to your Committee Chair requesting their approval, once approved notification email will be sent to the University Archivist at archives@drexel.edu.

How do I submit my thesis to the library? How do I upload my dissertation to Proquest?

All Drexel University graduate theses and dissertations are submitted online via ProQuest's ETD Administrator tool, for publication in ProQuest's Dissertations & Theses. After students submit their dissertation or thesis, it will be sent to their graduate school for review. After the graduate school finishes reviewing, it will be delivered to ProQuest for publishing and archiving.

Students will need to go to http://www.etdadmin.com/drexel and click 'submit' to create an account. Follow the steps to upload their document. This process will take approximately 20–30 minutes.

For more information about ProQuest's ETD Administrator tool, please click here.

Are the comments and uploaded documents available to the doctoral student?

At Drexel, we encourage transparency, openness and accountability in all communications. Doctoral students will have access to all comments and uploaded documents associated with their own progress under their Drexel credentials.

I am a Drexel faculty or staff member and I received an e-mail asking me to ______. What do I do?

First, make sure the email comes from an official Drexel email account. Then, if you are off-campus make sure you connect using desktop Cisco Anyconnect VPN. Then, click on the link to the eForm. You will need to review, confirm, and approve it.

- a) Confirm an appointment
- b) Approve something
- c) Agree/Disagree with a decision
- d) Be aware that I have been removed from a role. (No action needed, just FYI)

First, make sure the email comes from an official Drexel email account. If you are off-campus, be sure to first connect using Cisco Anyconnect VPN. Then click on the login link to the Eforms system. Navigate to the tab in question (e.g. Candidacy Exam Results, Proposal Defense, etc.). Find you name either under the decision rendered or the approval requested and check the appropriate empty box. If you have any questions you should first contact either the doctoral student or the appropriate committee chair by email. If you are having technical difficulties, please send an e-mail to eforms@drexel.edu.

I am NOT a Drexel faculty or staff member and I received an e-mail asking me to _____. What do I do?

- a) Confirm an appointment
- b) Approve something
- c) Agree/Disagree with a decision
- d) Be aware that I have been removed from a role. (No action needed, just FYI)

First, make sure the email comes from an official Drexel email account. Click on the link to the website, read the information carefully, for answering the question and submit. If you have any questions you should first contact either the doctoral student or the appropriate committee chair by e-mail.

I need additional support. Who can I contact for help?

Please send an e-mail to eforms@drexel.edu.

I have some minor and/or major complaints about the system. Where should I send them?

Please send all complaints directly to <u>newsadmin@whitehouse.gov</u>.

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