



UNIVERSITY OF
OREGON

**Division of
Graduate Studies**

Graduate Student Processes Handbook Program Staff/Graduate Coordinators

Updated 7/1/26

Questions? Contact us at graduatestudies@uoregon.edu or 541-346-5129.

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Access and Training

Technology Access

Slate: The primary DGS current student processes platform. [Request Slate Access](#).

Banner: Common uses include confirming 95#s; retrieving testing scores sent to UO electronically; checking students' registration, etc. [Banner Access Request Form](#)

Cognos: UO data warehouse and reporting. Some Graduate Coordinators may find this helpful if they are asked to run reports. [Request Cognos Access via the UO Service Portal](#)

DuckDocs: Common uses include viewing transcript/admissions documents; ePRFs for GE appointments. [Request DuckDocs Access via the UO Service Portal](#)

Training & User Support

Training is available through the Division of Graduate Studies for new coordinators, associated department personnel, and continuing coordinators who may want a refresher or additional guidance in a specific area.

More information about upcoming training opportunities, access request information, and helpful user manuals is available on the Division's [Faculty/Staff Access and Training](#) website and on your [Slate Homepage](#).

Slate Help Tickets

[Submit a Slate help ticket](#).

Listservs

Graduate Coordinator (Division of Graduate Studies):

Updates, reminders, requests from the Division of Graduate Studies to program level staff. [Email the Division of Graduate Studies to sign up](#)

Reg-News (Registrar's Office):

General announcements from the Registrar's Office. Sign up for Reg-News Access here.

DegreeNews (Registrar's Office):

Dates, deadlines, upcoming changes, degree awarding information, graduation stats, diploma orders, and other topics impacted by graduation processing. [Sign up for DegreeNews here](#).

Current Student Support Contacts

Division of Graduate Studies <i>Note: It is generally most efficient to email our general email, graduatestudies@uoregon.edu, with your inquiry and it will be routed to the staff member who can best respond.</i> Current Student Team Jered Nagel Assistant Vice Provost for Graduate Studies 541-346-2802 jnagel@uoregon.edu <i>Vacant</i> Graduate Enrollment Coordinator Systems Hannah Schneider-Lynch Director of Systems 541-346-2806 hslynch@uoregon.edu Holly Swartz CRM Specialist for Slate for Current Students 541-346-1641 hswartz@uoregon.edu	Other Campus Units International Student and Scholar Services (ISSS) Email: intl@uoregon.edu Phone: 541-346-3206 Registrar's Office Email: registrar@uoregon.edu Phone: 541-346-2935 Office of Admissions
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Non-UO Resources

[Council of Graduate Schools \(CGS\)](#)

CGS is the only national organization in the United States that is dedicated solely to the advancement of graduate education and research. CGS accomplishes its mission through advocacy in the policy arena, innovative research, and the development and dissemination of best practices. As a benefit of institutional membership, online access to all CGS publications is provided to faculty and staff. [Sign up for a CGS account.](#)

Introduction to Current Student Policies and Procedures - DONE

The Division of Graduate Studies' academic policies and procedures are meant to assist programs with tracking student progress across the duration of their program and ensure timely completion of benchmarks. For more information about academic policies, please visit our [Policies and Procedures page](#).

Basic Flow of Academic Programs

Students must meet a variety of milestones throughout their program. Coordinators often track these milestones and, in many cases, submit verification of requirements met to the Division of Graduate Studies via Slate. Each department differs in terms of their requirements and who may complete these processes, but often graduate coordinators are the employees completing this work.

Master's

- Application and acceptance
- Work with program to create degree plan (considerations: required courses, MA/MS, thesis vs. non-thesis)
- Meet minimum residency and degree requirements
- Take academic leave if needed
- Meet final term registration requirements
- Apply for graduation
- Program approves application to graduate via Slate
- Thesis students submit thesis to ProQuest and complete any requested revisions

Doctoral

- Application and acceptance
- Work with program to create degree plan that meets credit and residency requirement (considerations: required courses, master's on-the-way)
- Take academic leave if needed
- Advancement to candidacy
- Declare dissertation committee
- Apply for graduation and dissertation defense
- Defend dissertation (student submits initial application, committee members approve, coordinator submits department approval)
- Submit dissertation to ProQuest and complete any requested revisions

A Sample Student File

Admission Information

Copies of the student's application, any associated testing scores, an admission offer, any GE or departmental award offers, and a formal acceptance of the admission offer are examples of items that might be placed in the student's departmental file.

Degree Plan

The extent to which degree plans are formalized is determined by the department, though a formalized degree plan can help students stay on track with required courses and aid in confirming all department requirements for receiving a degree are met. These do not need to be submitted to the Division of Graduate Studies and should remain in the student's department file if applicable.

Results of Competency Exams/Verification of Advancement Requirements Met (Doctoral)

If your program conducts competency exams or similar for master's students, the results of any such exam can be stored in their student record within the department. These do need to be transmitted to the Division of Graduate Studies.

Doctoral students submit a request to advance to candidacy after meeting your program's published advancement requirements and meeting the Division of Graduate Studies' residency requirement. You should keep documentation of the results of specific advancement requirements (e.g., exams, papers, etc.) in the departmental file. See the advancement to candidacy section of this handbook for details on the process.

Committees

Master's advisors and committees must conform only to the department's requirements and need not be transmitted to or approved by the Division of Graduate Studies. Keep a record of each student's advisor and/or committee on file within the department.

All doctoral students will eventually have a dissertation committee on file with the Division of Graduate Studies, but there are often also internal documents such as departmental approval forms, email exchanges about committee service, etc. that should be kept on file within the program. If, in your program, doctoral students also have an advisory committee prior to advancement to candidacy, records related to that committee should be kept in your departmental file only. See the dissertation committee section for details.

Defense

All doctoral students must hold a public defense of their dissertation. Master's thesis students are also typically expected to hold a thesis defense, but specific defense deadlines and policies are set by the student's home department/program. Although there are no Division of Graduate Studies defense deadlines for master's students, they must still upload their thesis by the final date to do so each term. The Division of Graduate Studies does not need to be informed of the date of master's defenses or the outcome. Doctoral students must hold their defense by the deadline for the term in which they graduate and must also upload their dissertation within 2 weeks following the defense. See the dissertation defense of this handbook for details on the dissertation defense application and approval process.

Graduation

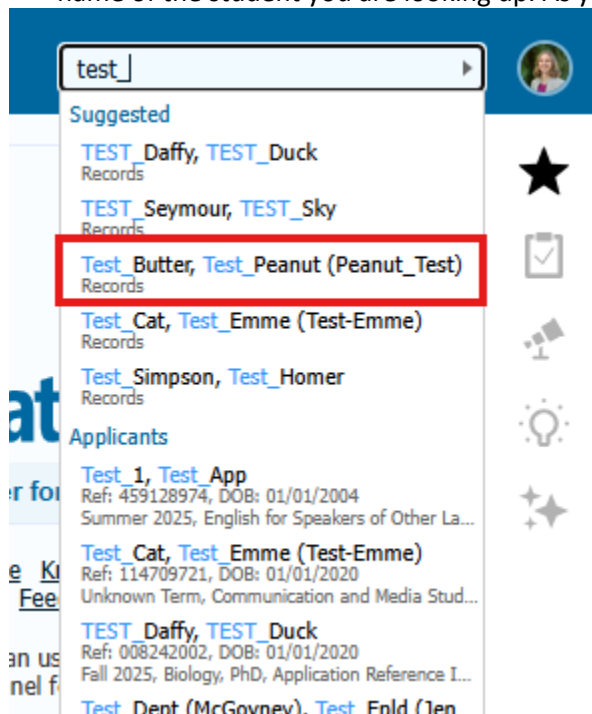
Both master's and doctoral students must apply to graduate in the term they will complete degree requirements. All students will apply on their own behalf. A copy of their submitted application can be saved/printed from Slate and saved in their departmental file if desired. Departments (typically the graduate coordinator) also submit approvals to the Division of Graduate Studies for master's and doctoral students using Slate. For both master's and doctoral students, the Division of Graduate Studies sends the degree approval to the Registrar's Office once all program-level and university degree requirements have been verified and (if applicable) the student has cleared all requested formatting edits for their thesis or dissertation.

Slate Navigation

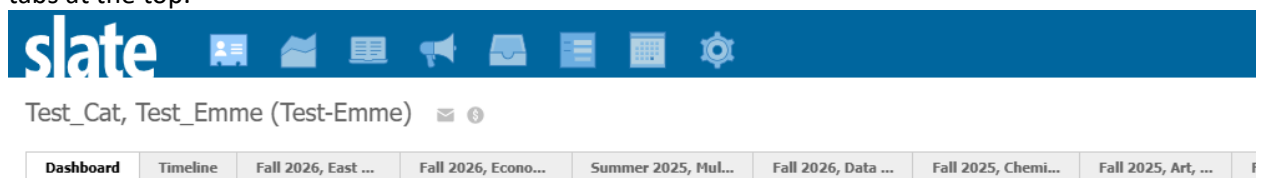
Current Student Tab

This is the tab you will use to view the Slate student record. To navigate to this tab, follow the below steps:

1. When in “[main Slate](#)” (not a Reader Workflow) use the search bar on the top right to type in the name of the student you are looking up. As you type, suggestions will come up.

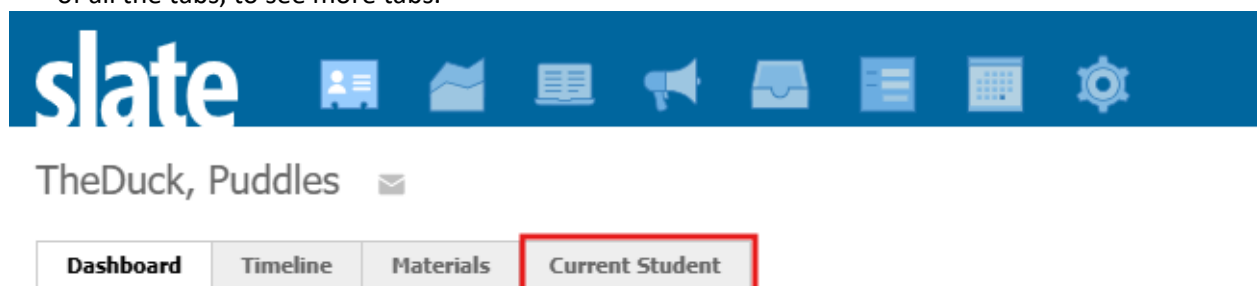


2. Then you can click their name to be taken to their record.
3. Depending on whether you also have access to admissions records, you may see a variety of tabs at the top.



1 - Student Information

4. Click the “Current Student” tab. If you do not see it in the list of tabs, click the + sign to the right of all the tabs, to see more tabs.



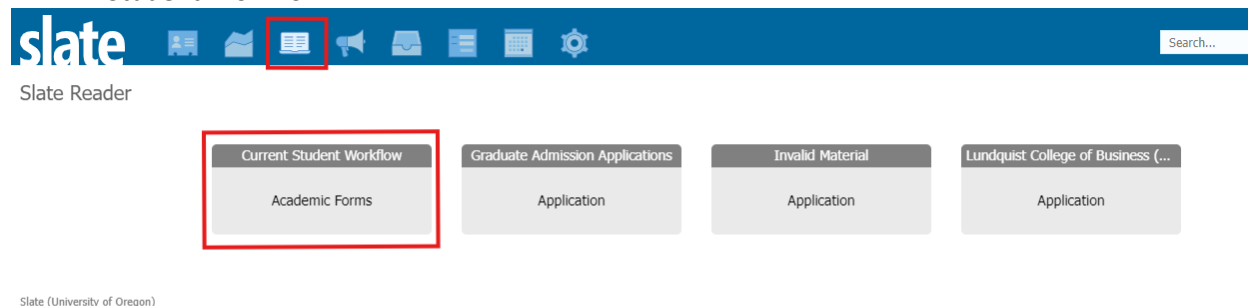
1 - Student Information

5. Once you’re on this tab, you’ll see a variety of sections showing information about the student and their academic progress.

How to Review a Current Student Workflow Request

Most Slate requests run through the **Current Student** workflow. Follow the steps below to navigate to the **Program Review** bin. Program staff can view all bins associated with this workflow as a way to monitor their students' requests.

1. Navigate to the [Current Student Workflow](#) by either clicking the link or navigating to the main view of Slate and selecting the Reader icon at the top menu.
2. If you see multiple workflow options, select the **Current Student Workflow** icon. If you only have access to one workflow, clicking the Reader icon will bring you directly to the Current Student Workflow.



3. Click "Browse" on the left-hand menu.
4. Program review will take place in the **Program Review** bin in the Program column. The bin directly beneath it, **Program Review Complete**, is where you will send requests that you have processed. From there, they will be automatically moved along to the next bin.

The screenshot shows the 'Browse' view in Slate. The left-hand menu has 'Browse' highlighted with a red box. The main content area is a table with columns: Committee, Advisor, Program, Dean, Grad Studies, and Form Decision. The 'Program' column has a red box around the 'Program Review' bin. The 'Program Review Complete' bin is highlighted with a green box. The table shows counts for each bin.

Committee	Advisor	Program	Dean	Grad Studies	Form Decision
Committee Member Review	Advisor Review	Program Review	Dean Review	Grad Studies Review	Form Decision Approved & Processed
1	0	1	0	0	4
Committee Member Review Complete	Advisor Review Complete	Program Review Complete	Dean Review Complete	Grad Studies Pending Review	Denied
0	0	0	0	0	1
				Grad Studies Review Complete	Voided
				0	2

5. To view all requests in the bin, click the bin you want to open.
6. From the next view, the default order of records is sorted by the date they moved to their current bin. The record that entered the bin longest ago will be at the top. You can sort by any of the columns at the top of the view. There are also additional preset views that you can select for particular request types.
7. To select a different preset view, click the icon next to the **"Program Bin View"** text on the right side of the screen and a menu of options will appear. Select the request type you want to work with. This will filter all records in the bin to only show records for that request type. For some request types, the new view will also add additional columns that are relevant to the request type.

Current Student Workflow (2) Refresh -5 +5 Add to Queue (0)

Request Type	Student Name	Program	Current Bin & Date
Application to Graduate	Test Edwards, Test Sarah	Music Performance, MMus	Program Review 01/07/2026
Application to Graduate	Test Edwards, Test Sarah	Music Performance, MMus	Program Review 01/07/2026

Prev Next

Search...

Program - Program Review

Program Bin View

- Customize View
- Reset View
- Advancement to Candidacy Requests
- Application to Graduate Requests
- Dissertation Committee Formation Reque...
- Dissertation Committee Service Petitions
- Dissertation Defense Requests

8. To open a particular record, click the paper icon at the right of the record row.

slate Current Student Workflow (1) Build Query Classify Refresh -5 +5 Add to Queue (0)

Academic Form Name & Date	Program	Student Name	Current Bin & Date
Advancement to Candidacy 07/30/2025	Music Performance, DMA	LeBeau (TEST), Remy (TEST) ((Gambit ...	Program Review 07/30/2025

Prev Next

Search...

Program - Program Review

Program Bin View

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

9. Once you have the record open, add it to your queue by clicking “Add to Queue” on the bottom left of the screen.

I have completed all pre-advance program:

I have completed all program-level requirements:

Add to Queue

Displaying Copy

10. To open the review page, click “Review Form/Send to Bin” on the bottom right of the screen.

Review Form / Send to Bin

11. This will open your review form. The example in the screenshot below is the advancement to candidacy review form.

☒ Program Review Reader Form

Program Review Reader Form

Program Review Form

Advancement to Candidacy

By approving this student's advancement to candidacy, you are confirming that the student:

- Has completed their UO residency requirement
- Has completed all pre-advancement coursework required by the program
- Has completed all program-level non-coursework advancement requirements
- Has a cumulative UO GPA of at least 3.0 and is in satisfactory academic standing according to UO and program standards

Program Reviewer Decision:

Send to Bin

Current Bin
Program Review

Next Bin (required)

Program Review Complete

Next Reader (optional)

Send

Draft Saved

12. Complete the form as required (see details in each set of instructions for specific processes) and click **"Save"** to save your responses and send the record to the next workflow step.

Academic Leave

If a student wishes to not enroll for one or more terms (except Summer), they must file an academic leave request. Master's and EdS students may take up to 3 total terms of leave during their program; doctoral students may take up to 6 total terms of leave. If a student does not enroll for one or more terms and does not apply for leave, they must submit a Petition for Reinstatement. See the [Division of Graduate Studies website](#) for academic leave policy details.

Process Outline

1. Student Submits
2. Grad Studies Reviews (in Slate)

Students submit academic leave requests **directly to the Division of Graduate Studies**. Previously, programs would also review academic leave requests prior to the Division making a final decision. Now, review of academic leave requests falls solely on the Division.

Program staff with **"Academics – Program Staff"** access to the program will receive an email from the Division when the request has been processed to notify them of the Division's decision. The subject line is **"Student First Student Last – Academic Leave"** and it will show the specific information pertaining to the leave request.

Example email:

Greetings,

The following student has requested academic leave. See below for details.

Student Name: Test-Emme Test_Cat

UO ID: 950000011

Program(s): English, PhD | Italian, MA

Request Term	Request Reason	Status
Winter 2026	Family Emergency	Approved
Winter 2027	Independent Research or Internship	Approved

Students are expected to register in their return term. If their plans change, or if there are any questions about this request, please contact the Division of Graduate Studies for further instructions.

Additionally, if the student is an international student, International Student and Scholar Services (ISSS) will be notified of the decision status so that their office can follow up with the student on any visa related next steps.

You can review the leave a student has requested on the Current Student tab of the student's record. See example screenshot below:

Academic Leave					
Submitted Date	Term of Leave	Reason for Leave	Other Reason	Active Programs	Leave Status
07/25/2025	Winter 2026	Family Emergency	N/A	English, PhD,Italian, MA	Approved
07/25/2025	Winter 2027	Independent Research or Internship	N/A	English, PhD,Italian, MA	Approved

Advancement to Candidacy

See the [Division of Graduate Studies website](#) for advancement to candidacy policy details.

Process Outline

1. Student Submits
2. Advisor Reviews (via form sent via email)
3. Program Reviews (in Slate)
4. Grad Studies Reviews (in Slate)

If any reviewer denies the request, the entire request is denied. If everyone approves, the request is approved.

Advisor Review

The student will have indicated their advisor on their advancement to candidacy form. The advisor will receive an email requesting review of the request.

Email Title: Action Required: {{Student Preferred First}} {{Student Preferred Last}}: Advancement to Candidacy

Email Sender: graduatestudies@uoregon.edu

Body:

Dear <Advisor Name>,

The following request requires your review as the student's advisor.

Student Name: <Student Name>

Program: <Student Program>

Request Type: Advancement to Candidacy

[Click Here to Review](#) (green button)

If you have received this email in error, or have any questions please let us know.

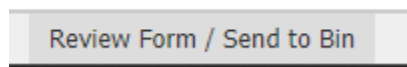
-Division of Graduate Studies

If the advisor denies the request, the entire request will be denied. If the advisor approves the request, it will move on to program review.

Program Review

You can review advancement requests when they are in the **Program Review Bin** in the **Current Student Reader** workflow.

1. Locate the record you would like to review in the **Current Student Reader** and add it to your queue.
2. Open the review form (bottom right of the window)



3. Use the information provided to the left of the form to review the request. If you are approving the request, you will need to provide the student's Advancement Term.
4. Once the form is complete, hit "**send.**" This will move the request to the **Program Review Complete** bin and automations will move it further through the workflow, based on your answers on the form.

slate

110810 Advancement to Candidacy - E2AA4368-5CC8-4D2D-9DD0-916A73853808 - 950000011

Search...

Advancement to Candidacy

Name: **Test-Emme Test_Cat**

Program: **English, PhD**

UO ID: **950000011**

Student UO Email: **hslynch@uoregon.edu**

Student Advisor: **Jered Nagel**



Student Form Responses

Advancement to Candidacy Minimum Requirements

Submitted on: 07/29/2025

I have completed the UO residency requirement:	Yes
I have a cumulative UO GPA of at least 3.0 and am in satisfactory academic standing according to UO and program standards:	Yes
I have completed all pre-advancement coursework required by my program:	Yes
I have completed all program-level non-coursework advancement requirements:	I have an approved exception on file.

Advisor Review

Advisor Review Details

Submitted on: 07/29/2025

Program Review Reader Form

Program Review Reader Form

Program Review Form

Advancement to Candidacy

By approving this student's advancement to candidacy, you are confirming that the student:

- Has completed their UO residency requirement
- Has completed all pre-advancement coursework required by the program
- Has completed all program-level non-coursework advancement requirements
- Has a cumulative UO GPA of at least 3.0 and is in satisfactory academic standing according to UO and program standards

Select the term in which the final advancement to candidacy requirement was met.

Winter 2026

Program Reviewer Decision:

Approved

Send to Bin

Current Bin

Program Review

Next Bin (required)

Program Review Complete

Next Reader (optional)

Send

Saving in 8s...

If you approved the request, it will go to the Division for final review. You will receive an email informing you of the outcome of this review. If you deny the request, the advancement will be denied.

Application to Graduate

See the [Division of Graduate Studies website](#) for deadlines and checklists related to applying to graduate.

Process Outline

- Student Submits
 - Note: If a student misses the priority deadline to apply for a given term, they can submit a petition to request a late application for the term. See [Petition to Graduate after Term Deadline](#) section of this document.
- Program Reviews (in Slate)
- Grad Studies Reviews (in Slate)
- Office of the Registrar does final processing, awards the degree, and orders the diploma

Program Level Degree Review

You can review Application to Graduate requests when they are in the **Program Review** bin in the **Current Student Reader** workflow.

- Locate the record you would like to review in the **Program Review** bin of the **Current Student** workflow and add it to your queue.
- Open the review form (bottom right of the window)

15

Review Form / Send to Bin

3. Open the “**Program Review Form**”
4. Use the information provided to the left of the form to review the request. To approve the request to graduate, select “**Yes**” and “**Approve.**” To deny the request to graduate, select “**No**” and “**Denied.**”

Approval:

slate
111024 Application to Graduate - 0C13986A-3588-45AA-9F18-00E3E135F459 - 940000000

Application to ...

Application to Graduate

Name: **Peanut_Test Test_Butter**
UO ID: **940000000**
Student UO Email: **gradsystems@uoregon.edu**
Program: **Geography, PhD**
Graduation Term **Summer 2026**



Student Form Responses

Application to Graduate Details	
Submitted on: 01/17/2026	
Did you include human subjects in your research for this degree?	No
Did you include animal subjects in your research for this degree?	No
Dissertation Title:	Oats, Beans, Barley
Diploma Address:	1219 University Of Oregon Eugene OR 97403-1205

Remove from Queue
Annotations

Review Form / Send to Bin

Program Review Reader Form

Program Review Form

Application to Graduate

This student has met all program level requirements for the degree.
☒ Yes
☐ No

Note: Do not submit your approval until all program-specific requirements have been completed, such as internships, terminal projects, and resolution of any incomplete grades.

Program Reviewer Decision:
Approved

Send to Bin

Current Bin
Program Review

Next Bin (required)
Program Review Complete

Next Reader (optional)

Denial:

slate
111024 Application to Graduate - 0C13986A-3588-45AA-9F18-00E3E135F459 - 940000000

Application to ...

Application to Graduate

Name: **Peanut_Test Test_Butter**
UO ID: **940000000**
Student UO Email: **gradsystems@uoregon.edu**
Program: **Geography, PhD**
Graduation Term **Summer 2026**



Student Form Responses

Application to Graduate Details	
Submitted on: 01/17/2026	
Did you include human subjects in your research for this degree?	No
Did you include animal subjects in your research for this degree?	No
Dissertation Title:	Oats, Beans, Barley
Diploma Address:	1219 University Of Oregon Eugene OR 97403-1205

Remove from Queue
Annotations

Review Form / Send to Bin

Program Review Reader Form

Program Review Form

Application to Graduate

This student has met all program level requirements for the degree.
☐ Yes
☒ No

Please provide a reason why you are not approving this request. This reason will be shared with the student.
Student still needs to take Gardening 101.

Program Reviewer Decision:
Denied

Send to Bin

Current Bin
Program Review

Next Bin (required)
Program Review Complete

Next Reader (optional)

5. Once the form is complete, hit “**send.**” This will move the request to the **Program Review Complete** bin and automations will move it further through the workflow, based on your answers on the form.

Specialization Review

When students are applying to graduate from a degree program, the system reviews to see if they have any active specializations on their record and assesses whether the student can apply for the specialization alongside the program they are applying to graduate from.

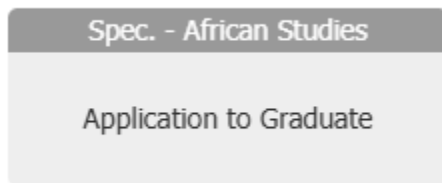
Specialization review happens concurrently with program and Grad Studies review. Review happens within the **Specialization-specific** workflow (not in the **Current Student** workflow) to allow for simultaneous review.

If you oversee the administration of a specialization, you'll be able to see your specialization workflow when you navigate to the Reader.

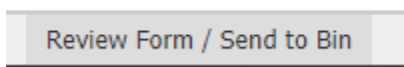
1. Navigate to the [Slate Reader workflows page](#) by clicking the link or by clicking the Reader icon in your Slate menu.



2. Then select the workflow for the specialization that you would like to work on.



3. Select **Browse** in the right menu to see your specialization workflow. Any records in the **Specialization Review** bin require your attention.
Note: If a specialization request disappears from the **Specialization Review** bin, it may be because the associated degree application to graduate has changed status.
 - a. If the program or Grad Studies denies the student's application to graduate, the specialization request is automatically moved to the **Denied** bin.
 - b. If the student withdraws their application to graduate, the request is moved to the **Voided** bin.
 - c. If another staff member who manages the same specialization has already reviewed the request, it will also have moved.
4. Click the **Specialization Review** bin, select the record you would like to review and add it to your queue.
5. Open the review form (bottom right of the window)



6. Review the request and submit your decision (**Approve/Deny**). If you deny the request, you must provide comments about why the request was denied. Denying the specialization request will not deny the entire application to graduate.
7. Click **“Save.”** This will move the record to the **Specialization Review Complete** bin, and automations will move it to the appropriate bin from there.

Specialization Review Form - Finance and Securities Analysis

Finance and Securities Analysis Specialization Review

By approving this request, you confirm that the student has completed all program-level requirements for this graduate specialization.

Specialization Review Decision

Approved ▼

Send to Bin

Current Bin
Specialization Review

Next Bin (required)

Specialization Review Complete ▼

Next Reader (optional)

Send

Saving in 10s...

Petition to Graduate after Term Priority Deadline

If a student misses the priority deadline to apply, they can submit a request to submit a late application via their Graduate Student Portal.

Instructions for Student

1. Navigate to your [Graduate Student Portal](#)
2. Click on the “Academic Forms” tab
3. Click on “General Forms” to expand the forms menu
4. Click “Application to Graduate”
5. Click the “submit a late application petition by completing this form” link

Welcome, Peanut_Test

Home

Academic Forms

[Return to Academic Forms](#)

Application to Graduate

If you are applying to graduate from multiple programs, please note that you will need to submit separate applications for each program.

The deadline to apply is the Sunday after Week 4 of the term of graduation. The deadline for Winter 2026 has passed. To request an exception [submit a late application petition by completing this form](#). To submit a request for a future term, complete the form below.

Select A Program

Program

[Start Your Application](#)

6. Select the reason(s) you are requesting a late application and submit the request.

Petition to Submit Late Application to Graduate

Peanut_Test Test_Butter (gradsystems@uoregon.edu)

[Log Out](#)

Please submit this form to request approval to apply for graduation after week four of the term.

Term: **Winter 2026**

Reason for late application (select all that apply)

☐ I was unaware of the deadline

☐ I recently finalized my graduation plans

☐ I experienced personal or academic delays

☐ Other

Petitions are typically approved automatically if received prior to the end of finals week. You will receive an email with our decision within 1-2 business days.

[Submit](#)

7. Await decision email and then apply if granted an exception.

Concurrent Degrees

The term concurrent graduate degrees is used when a graduate student is pursuing two degrees simultaneously. To pursue concurrent degrees, a student must apply and be admitted to both programs (see [Graduate Admissions Handbook for Program Staff/Graduate Coordinators](#)).

Detailed information about pursuing and administering concurrent degrees is available on the [Division's website](#).

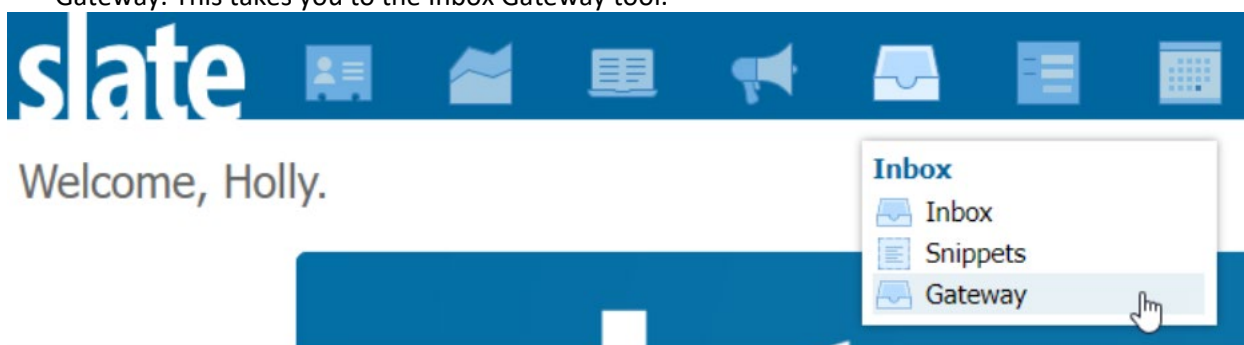
Slate Communications

Inbox Gateway

Slate Inbox Gateway is a way to associate email messages with a Slate record, regardless of the external email client you are using (Gmail, Outlook, etc). Especially for messages being sent and/or received outside of Slate (in the case of a personal email address, for example), the Inbox Gateway allows selected messages to be added to the appropriate record in Slate. Anyone with access to the timeline tab can view emails you save here, so this is not a confidential place to store emails with sensitive content.

To set up an Inbox Gateway

1. Go to the Inbox icon  at the top of the Slate page. On the menu dropdown select Gateway. This takes you to the Inbox Gateway tool.



2. Select Connection Instructions. A popup will appear.
3. Copy the email address and add it to your email address book. The email address in the dialog is unique to each user. For this reason, each user should retrieve their own Slate Gateway email address.
4. Paste the copied unique email address into the BCC line of your email when replying or forwarding a message.
Important!
The forwarding address should be kept private; do not include the email address in the To or CC lines when replying to the student.
5. Be sure to check the Inbox >> Gateway tool to review messages forwarded to your personal Email to the Slate Gateway forwarding address. Messages that do not auto-match to a person record can be assigned, allowing them to appear on the Timeline tab of the associated record.

Interactions

You can track your interactions with a student by using this feature. Anyone with access to the interactions tab can view your interactions, so this is not a confidential place to store information about a student.

As students continue to interact with the Division, additional interactions and messages will populate. Message and Source are two standard interaction codes that automatically populate the Interactions tab. Manual interactions can also be added to a record.

Adding Interactions to a Record

The screenshot shows the Slate application interface. At the top is a blue header with the 'slate' logo and several icons. Below the header is a grey bar with the text 'TEST_Thefrog, TEST_Kermit'. The main area is divided into a 'Timeline' tab and a 'Profile' tab. The 'Timeline' tab shows a list of interactions with columns for Date, Code, and Subject. A 'New Interaction' button is highlighted with a red box and a '1'. An 'Interaction' modal form is open, showing fields for User (Swartz, Holly), Code (dropdown), Date (09/27/2023), Time (11:13:03 AM), Subject, and Private Comments. A red box highlights the 'Code' dropdown (2), the 'Subject' field (3), and the 'Private Comments' text area (4). At the bottom of the modal are 'Save' and 'Cancel' buttons.

1. Click New Interaction.
2. Choose the appropriate Code from the dropdown menu.

The screenshot shows the 'Code' dropdown menu in the Slate application. The dropdown is open, showing a list of codes: Recently Used, Forms and Events, Drop-In, General Comment, Incoming, Outgoing, Payment, Phone Call, Source, and Visit. The 'Code' label is visible to the left of the dropdown.

3. Add a Subject (Can be seen in Public Comments)**
4. Add comments to the Private Comments box.
5. Click Save

Public Comments**

Please be aware that if the Public box is checked, all comments typed in the Public Comments box as well as the Subject line will appear on the student's application Status Page.

Public

☒ Post to online status (includes subject and public comments)

Public Comments

Save

Cancel

Dissertation Committee Formation

Depending on how your program is structured, doctoral students may form an advisory committee early in their program, prior to advancement to candidacy. These records should be kept in the student's departmental file. Only after advancement to candidacy, doctoral students can officially form their dissertation committee. See [Division of Graduate Studies website](#) for dissertation committee policy details.

Process Outline

1. Student Submits
2. **Slate makes background updates to the request, which can take up to 8 hours.** The program will not see the request until these updates have been made.
3. Program Reviews (in Slate)
4. Grad Studies Reviews (in Slate)

If any reviewer denies the request, the entire request is denied. If everyone approves, the request is approved.

Program Review

After the student submits the dissertation committee formation request via their student portal, it will move to the **Program Review** bin for your review.

Note: System updates required for this process may delay the record's appearance in the program review bin for up to 8 hours after the student submits the request.

1. Locate the record you would like to review in the **Current Student** workflow and add it to your queue.
2. Open the review form (bottom right of the window)

Review Form / Send to Bin

3. Use the information provided to the left of the form to review the request.

Note: if the student has any approved petitions for committee members to serve, who are not automatically eligible, they'll appear beneath the table showing the proposed members. If you notice that a proposed member's Eligible Roles are "**Petition Only**" and the student doesn't have a petition on file, encourage them to submit one if appropriate.

			Has Left UO: No Has Retired: No Faculty Classification:	
Dissertation Committee Service Petition Information				
Nominee First Name		Nominee Last Name	Request Type	Status
Chuck E		Cheese	Non-UO Affiliated Professional/Expert	Approved

Affiliations: Not from UO
 Eligible Role(s): **Petition Only**
 Has Eligible UO Faculty Appointment: No
 Has Doctoral Degree: No
 Has Left UO: N/A
 Has Retired: N/A
 Faculty Classification:

- Complete the review form and submit your decision. If you are denying the request, you must provide written comments.
- Once the form is complete, click "**send.**" This will move the request to the **Program Review Complete** bin and automations will move it further through the workflow, based on your answers on the form.

If you approved the request, it will go to the Division for final review. You will receive an email informing you of the outcome of this review.

Dissertation Committee Service Petition

Process Outline

- Student Submits
- Program Reviews (in Slate)
- Dean or Dean's Designee Reviews (via form sent via email)
- Grad Studies Reviews (in Slate)

Program Review

After the student submits the dissertation committee service petition via their student portal, it will move to the **Program Review** bin for your review.

- Locate the record you would like to review in the **Current Student** workflow and add it to your queue.
- Open the review form (bottom right of the window)

[Review Form / Send to Bin](#)

- Use the information provided to the left of the form to review the request.
- Complete the review form and submit your decision. If you are denying the request, you must provide written comments.

5. Once the form is complete, hit **“send.”** This will move the request to the **Program Review Complete** bin and automations will move it further through the workflow, based on your answers on the form.

College Dean/Designee Review

After the program approval step, the next approval step is College Dean level approval. The dean, or dean’s representative, will receive an email asking them to review the request. You can tell that we’re awaiting dean approval if the request is in the Dean Review bin.

The Dean/designee will receive an email from “UO Division of Graduate Studies” graduatestudies@uoregon.edu with the subject line “<Nominee Name>: Dissertation Committee Service Petition Review.”

The email they receive has a button that says **“Click Here to Review.”** They need to click that link and complete the form that opens. Screenshots below for your reference:

Email body:

Dear <Dean/Representative Name>,

A petition has been submitted for <Nominee Name> to serve on the dissertation committee of <Student Name>. As the dean or dean’s designee, your review is required.

Click Here to Review (green button)

You can review dissertation committee service policies here.

Please reach out with any questions.

Best

Division of Graduate Studies

Form:

Dean Review Form

Dissertation Committee Service Petition

The student named below has submitted a request to include a committee member who falls under the petition-only eligibility category for dissertation committee service. This request has already been reviewed and approved by the student's home academic program.

Please review the information below and enter a decision.

Student Information

Student: Test-EmmeTest_Cat

UO ID: 950000011

Program: English, PhD

Nominee Submission Details

Request Type: Non-UO Affiliated Professional/Expert

Nominee Name: Chuck E Cheese

Nominee Title: Cheese Monger

Nominee's Organizational Affiliation: Charles Cheeze Inc

Nominee's Email: graduateapplicationsusie@gmail.com

- Please explain why you believe this individual would be a valuable addition to your dissertation committee, including any specific insights, experiences, or perspectives they would bring to your research:
 - Chuck E brings entertainment to cheese.
- Does the nominee hold a PhD, equivalent doctoral degree, or the terminal graduate degree in their field (e.g., MFA, MA, MBA, JD, MD, etc.)?:
 - No
- In accordance with the Dissertation Committee Policy, if a nominee does not hold an eligible degree as outlined above, additional justification is required. Please describe how this individual's substantive knowledge is uniquely valuable for your research.:
 - As a mouse, he shouldn't be expected to hold a degree.

Dean Reviewer Decision:

Submit

Graduate Studies Review

Graduate Studies will be the final reviewers of this request. You will be notified via email of the final decision.

Dissertation Defense

See [Division of Graduate Studies website](#) for dissertation defense policy and procedure details.

Process Outline

Request to Defend:

1. Student Submits
2. Committee Members Review (via form sent via email)
3. Program Reviews (in Slate)
4. Grad Studies Reviews (in Slate)

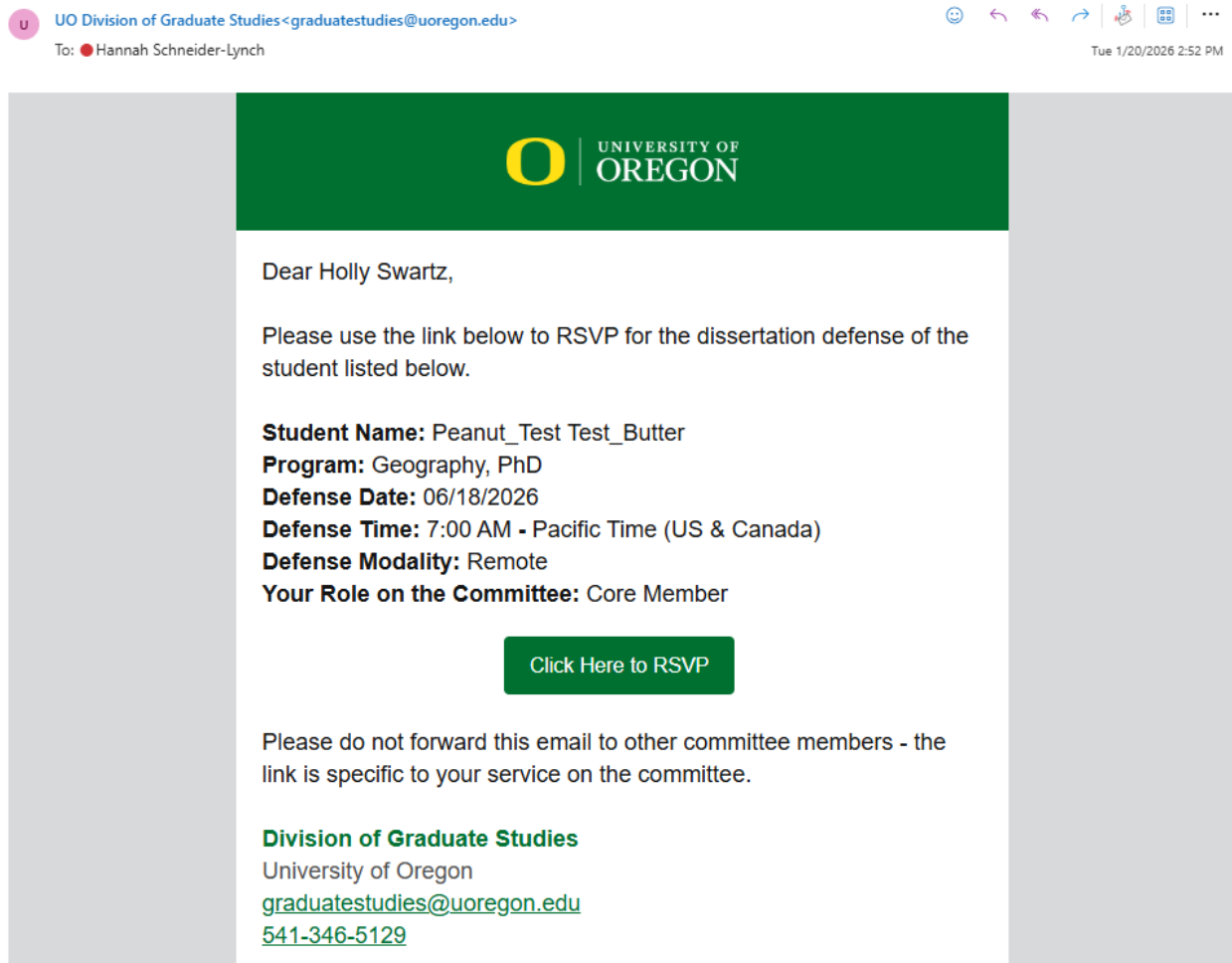
After Defense:

1. Committee members complete post-defense sign-off process

Committee Member Review

After the student has submitted their request to defend, their committee members will receive an email from graduatestudies@uoregon.edu with a subject line "Action Required: <Student Name> - Dissertation Defense."

Action Required: Peanut_Test Test_Butter - Dissertation Defense



They will follow the following steps to approve the request to defend and submit their attendance information.

1. Click the "Click Here to RSVP" button
2. Answer the questions on the form regarding approval of the defense moving forward and their attendance of the defense.
3. Submit the form.

If one or more committee members indicate the defense is not ready to move forward, the student will be notified that they need to reschedule. If the RSVPs do not meet defense attendance requirements, the student will be notified that the defense must be rescheduled.

Check status of committee member RSVPs

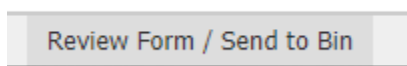
You can view the status of a particular student's dissertation defense by navigating to their **Current Student** tab on their record and scrolling down to the **Dissertation Defense** section. If a committee member has submitted their decisions related to the defense proceeding, their attendance choice and the date approved, it will be populated in the table.

Dissertation Defense							
Geography, PhD							
Defense Information Date: 06/18/2026 Time: 7:00 AM Pacific Time (US & Canada)							
Name	Role	Defense Modality	Defense Can Proceed?	Attending?	Member Modality Choice	Approved Date	Post-Defense Decision
Jered Nagel	Advisor	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense
Holly Swartz	Core Member	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense
Sky Seymour	Core Member	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense
Hannah Schneider-Lynch	Institutional Representative	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense

Program Review

Once all committee members have RSVP'd (and assuming their responses have not caused the request to be cancelled), the defense request will move to the program review bin for program level review.

1. Locate the record you would like to review in the **Current Student** workflow and add it to your queue.
2. Open the review form (bottom right of the window)



3. Submit your **"Program Reviewer Decision"** on the **Program Reviewer Decision** form to the right of the screen. Detailed information will be included about the defense in the left side view.
4. Click **"Send."** This will move the request to the **Program Review Complete** bin and automations will move it further through the workflow, based on your answer on the form.

slate

111025 Dissertation Defense - 98163320-29EB-455D-BA1C-9D41A590C7C1 - 940000000

Search...

Diss Defense

Dissertation Defense

Name: **Peanut_Test Test_Butter**

Program: **Geography, PhD**

UO ID: **940000000**

Student UO Email: **gradsystems@uoregon.edu**



UNIVERSITY OF OREGON

Student Form Responses

Dissertation Defense Details

Submitted on: 01/17/2026

Dissertation Title:	Oats, Beans, Barley
Does this dissertation include previously published material?:	No
Does this dissertation include co-authored material?:	No
Dissertation Defense Date:	06/18/2026
Dissertation Defense Time:	7:00 AM - Pacific Time (US & Canada)
Dissertation Defense Modality:	Remote

Committee Member Review

Committee Member Review: **Holly Swartz - Core Member**

Submitted on: 01/20/2026

Do you approve of this defense moving forward?	Yes
After reviewing the details, will you be attending the defense?	I am able to attend
How will you attend the defense?	Remote

Committee Member Review: **Jered Nagel - Advisor**

Submitted on: 01/20/2026

Do you approve of this defense moving forward?	Yes
--	-----

Program Review Reader Form

Program Review Form

Dissertation Defense

By approving this request, you are affirming that the student has the program's approval to hold the dissertation defense at the scheduled date/time.

Program Reviewer Decision:

Approved

Send to Bin

Current Bin

Program Review

Next Bin (required)

Program Review Complete

Next Reader (optional)

Send

Saving in 9s...

Approved requests will route to Grad Studies for final review, while denied requests will automatically be fully denied.

Post-Defense Sign Off Process

After the student defends, committee members will receive an email asking them to submit their decision regarding whether the defense passed or failed. Graduate Studies is tracking these approvals to ensure that they have all been submitted, prior to approving the student's application to graduate.

Check status of post-defense approvals

You can view the status of a particular student's dissertation defense by navigating to their **Current Student** tab on their record and scrolling down to the **Dissertation Defense** section. If a committee member has submitted their post-defense decision, it will be populated in the table.

Dissertation Defense							
Geography, PhD							
Defense Information							
Date: 06/18/2026							
Time: 7:00 AM Pacific Time (US & Canada)							
Name	Role	Defense Modality	Defense Can Proceed?	Attending?	Member Modality Choice	Approved Date	Post-Defense Decision
Jered Nagel	Advisor	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense
Holly Swartz	Core Member	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense
Sky Seymour	Core Member	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense
Hannah Schneider-Lynch	Institutional Representative	Remote	Yes	I am able to attend	Remote	01/20/2026	Successful Defense

Graduate Employment

28

Graduate employee (GE) is the term used at the University of Oregon for teaching, research, and administrative graduate assistantships.

Details on the following topics are available on the [Division of Graduate Studies website](#):

- Salary and benefits (including health insurance and tuition waiver)
- Hiring procedures
- GE openings (for positions open to students outside the hiring department)
- General Duties and Responsibilities Statements (every hiring unit is required to submit this document, which outlines the hiring procedures and working conditions specific to that hiring unit)
- Paid and unpaid absences
- Required GE trainings
- Links to the Collective Bargaining Agreement
- Grievance information
- Disability accommodations

A few important things for Graduate Coordinators to remember about GEs:

- GEs must enroll in and successfully complete at least 9 graduate credits per term.
 - Students who are under-enrolled will receive emails at the start of the term reminding them that they need to register for 9 credits. Anything you as a Graduate Coordinator can do to encourage/assist GEs with registering is appreciated.
 - Students who did not successfully complete 9 credits (e.g., received an incomplete, withdrew from a class) will receive an email at the end of the term reminding them of the policy and warning them that not completing 9 credits in future terms could jeopardize their GE eligibility.
- Summer term:
 - Enrollment is not required for GEs working in the summer. If they do wish to enroll, they must submit a form requesting a tuition waiver. Their academic department must confirm that the credits are required for their degree. Typically the Graduate Coordinator is the person who receives the request and submits the approval.
 - GEs who worked at least 2 terms in the preceding academic year but are not hired in the summer are eligible for a summer tuition waiver if they are taking credits required for their degree. This is not automatic; the student must submit a Summer Tuition Waiver Request Form, and their academic program must confirm that the credits are required for the degree.
- Satisfactory Progress:
 - Satisfactory progress toward the degree is an eligibility criterion for a student to hold a GE position. If a GE is not making satisfactory progress, the Graduate Coordinator, Department Head, or Director of Graduate Studies should contact the Division of Graduate Studies and/or Employee and Labor Relations (in HR) to discuss the situation and determine how to proceed regarding the student's GE employment.

Thesis and Dissertation

See the [Division of Graduate Studies website](#) for policies and procedures related to theses and dissertations. The acronym ETD (Electronic Thesis or Dissertation) is often used as a blanket term to describe theses and dissertations.

Process Outline

1. Student registers for required number of thesis or dissertation credits
 - a. Master's: at least 9 credits of 503
 - b. Doctoral: at least 18 credits of 603
2. Student completes ETD and formats according to the UO Style and Policy Manual for Theses and Dissertations and holds defense (required for doctoral, varies by program for master's)
3. Student's committee approves final version of the ETD
 - a. Master's: Master's Thesis Approval Form, signed by advisor, uploaded to ProQuest along with the thesis
 - b. Doctoral: Each committee member confirms approval of the final dissertation as part of the [post-defense sign-off process](#)
4. Student uploads ETD to the ProQuest ETD Administrator site
 - a. Master's thesis deadline: Monday of finals week
 - b. Doctoral dissertation deadline: 2 weeks after the defense
5. Division of Graduate Studies reviews the ETD for formatting issues and works with student to make corrections before approving the ETD and submitting to ProQuest for publication
6. The ETD is transmitted to UO Libraries for inclusion in [Scholars' Bank](#), the UO institutional repository

Transfer of Graduate Credit

See the [Division of Graduate Studies website](#) for details on transfer credit policies and procedures.

Master's and EdS Students

Master's and Education Specialist (EdS) students pursuing a first UO master's/EdS degree may request to transfer a maximum of 15 graduate credits into their master's/EdS degree program.

Doctoral Students

There is no formal university transfer credit process for doctoral students. Each program sets its own policy regarding acceptance of transfer credits, and is responsible for tracking how transfer credits fit into departmental degree requirements.

Transfer credits can only be used to meet departmental degree requirements; they cannot be used toward the [doctoral residency requirement or the 18 required credits of 603 Dissertation](#).

Satisfactory Progress

Refer to the [Division of Graduate Studies website](#) for details about satisfactory progress requirements for graduate students.

Academic Probation

Program staff can see a student's academic standing the Program Information section of the Current Student tab in Slate. Students can also see their academic standing in their Grad Student Portal. Academic standing is also entered into Banner and displayed to students in DuckWeb.

Students not meeting Division of Graduate Studies requirements

After grades are submitted each term, the Division will notify students who are in unsatisfactory academic standing based on GPA or accumulation of I/F/N grades that they are on academic probation.

Students not meeting program-level requirements

For students who are not meeting program-level requirements (e.g., professional behavior standards, research progress, exams, or other milestones), the program should notify the student that they are being placed on academic probation, and also notify the Division of the student's probation status.

Academic Improvement Plan (AIP)

A student on academic probation must work with their program to develop an Academic Improvement Plan (AIP) and a copy of the AIP should be sent to graduatestudies@uoregon.edu. Their registration for the next term will be blocked until the Division receives a copy of the AIP. The Graduate Coordinator is our point of contact for academic standing issues and is expected to work with the relevant people in their program (e.g., director of graduate studies, department head) to develop and approve students' AIPs. We are also available to consult with programs and review draft AIPs as needed.

When a student is not meeting the requirements of their AIP, we will work with the program to either a) update the AIP when the program wishes to extend the student's academic probation status, or b) recommend to the Division that the student be dismissed from the program.

Reporting – Student Data

Queries and Reports

A query is a set of parameters that Slate uses to create a report. A report is the actual exported data once you've run the query. The Division has created a number of standard queries for your use. Please reach out to us if there is a query you would like us to consider adding.

How to use a query

1. Identify which query you want to run, by reading through the list of available queries on your [Slate homepage](#).
2. Click on the query you wish to run.
3. The next page shows the query name and often will include a list of "filters."
4. Any filter with the words "**PINNED**" next to it needs to be updated in order for you to run the query. Click on the **filter**. This will pop up a new window where you can select one or more options. Once you have made your selection(s), click "**Save**."
 - a. Note: you will often see a "**Program**" field in the list of pinned filters. You can either select the individual program you're interested in viewing results for, or if you want to see results for all of your programs, first click on any program and then press "**ctrl**" and "**A**" to select the entire list. You can also select multiple programs by holding "**ctrl**" and selecting the desired programs. The results will only show records associated with the

program(s) you have access to. Once you have made your selections on the filter, click “Save.”

Current Student Tracking: Students by Program

Folder	Current Student Tracking
User	Holly Swartz
Base	Configurable Joins - Academic Curricula
Execution Mode	Retrieve all records each time query is run
Filters	Program PINNED IN Active in Program? PINNED IN
Matching Rows	0

Run Query

Edit Part [X]

Status: Active [v]

Name: Program

Source: Filter

ACE: Program IN [v]

Search...

☐ Show Selected

- Accounting, MActg
- Accounting, PhD
- Accounting—Accounting and Data Analytics, Specialization
- Accounting—Audit and Financial Reporting, Specialization
- Accounting—Taxation, Specialization
- Admitted Graduate Non-Degree - Unclassified (no major)
- Advertising and Brand Responsibility, MA
- African Studies, Specialization
- Anthropology, PhD
- Applied Behavior Analysis, MS

Save Cancel

5. You can see your selections update on the main query page. You can also see the number of matching rows (records) that are available with the selections you have made. When you're ready, run the query by selecting **"Run Query."**

Current Student Tracking: Students by Program

Folder	Current Student Tracking
User	Holly Swartz
Base	Configurable Joins - Academic Curricula
Execution Mode	Retrieve all records each time query is run
Filters	Program PINNED IN Planning and Public Affairs, PhD, Public Administration, MPA Active in Program? PINNED IN Yes
Matching Rows	1

Run Query

- The next page will show a preview of the results (note that you can use the scroll bar at the bottom of the page to see the rest of the columns). From this page you can click any row and it will give you a preview of the associated record.
- To export the data, make sure the default output is set to “**Excel Spreadsheet**” and click **Export**. You can also export to a “**Comma-Delimited CSV File**” or “**Tab-Delimited**” by changing the output if that is helpful for your processes.

[All Queries](#) > [Current Student Tracking: Students by Program](#)

Current Student Tracking: Students by Program

Output

Excel Spreadsheet

Export

Rows 1-2 ▼ of 2 PrevNext

UO ID	Preferred First	Last	UO Email	International?	Confidential	Program
110000000	(Gambit (TEST))	LeBeau (TEST)	hswartz@uoregon.edu			African Studies, Specializa...

- The spreadsheet will save in your downloads.
- Open the report!

Request Advisor or Committee Member Addition to Slate - DONE

Advisor: Some processes in Slate require the student’s advisor’s review and approval. The category for advisor is broad, so we anticipate that occasionally an advisor will not already be listed in our advisor dataset. Both students and programs can submit requests to add an advisor to Slate.

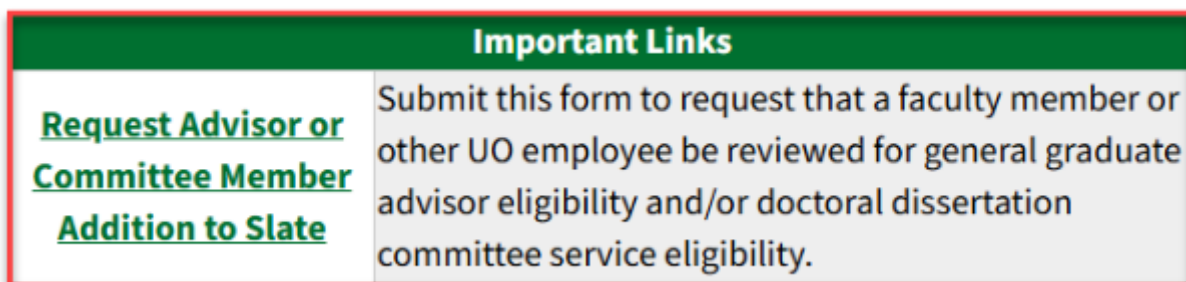
Students request the addition of an advisor to our dataset by navigating to their **Grad Student Portal** and submitting an “**Add Advisor Request**.”

Dissertation Committee Member: For doctoral dissertation committees, there are specific criteria that must be met in order to be eligible to serve on committees. You can [review the current Dissertation](#)

[Committee Policy on our website](#). Graduate Studies works with HR to keep an updated dataset of eligible faculty for committee service. Navigate to the [Dissertation Committee Eligibility dataset](#) to view the existing list of eligible members.

Submitting a Request Advisor or Committee Member Addition to Slate Form

Programs can make the request to add someone to the advisor and/or committee member dataset by submitting the “**Request Advisor or Committee Member Addition to Slate**” form under the **Important Links** section of their **Program Management Portal**. The Division will review the request and create a new record as appropriate.



Quick Reference Charts for Current Student Processes & Common Issues

-DONE

Master's and EdS

Process	What to Submit	Where?	Deadline
Transfer of Graduate Credit	Transfer of Grad Credit Form	graduatestudies@uoregon.edu	Any time prior to term of graduation
Academic Leave	Academic Leave Request	Grad Student Portal in Slate	Before the last day of finals in the term for which leave is requested
Graduation	Application to Graduate	Grad Student Portal in Slate	4 th Sunday of term of graduation; late petitions accepted through Friday of finals week
	Program review of application to graduate	Program review form in Slate	One week after grading deadline

Doctoral

Process	What to Submit	Where?	Deadline
Advancement to Candidacy (ATC)	ATC Request	Student submits in Grad Student Portal	Within 2 weeks after completing ATC requirements
	Advisor Decision	Advisor receives email with link to approve or deny	No specific deadline; asap after student submission

	Program Decision	Program Review Bin in the Slate Current Student Workflow	No specific deadline; asap after advisor decision
Dissertation Committee	Dissertation Committee Formation Request	Student submits in Grad Student Portal	Any time after ATC; must be formed at least 6 months prior to defense
	Program Review	Program Review Bin in the Slate Current Student Workflow	
Academic Leave	Academic Leave Request	Student submits in Grad Student Portal in Slate	Before the last day of finals in the term for which leave is requested
Graduation & Dissertation Defense	Application to Graduate	Grad Student Portal in Slate	4 th Sunday of term of graduation; late petitions accepted through Friday of finals week
	Program review of application to graduate	Program review form in Slate	One week after grading deadline
	Request to Defend	Student submits in Grad Student Portal in Slate	All approvals must be entered at least 2 weeks prior to defense date
	Committee Member RSVP	Each committee member receives an email with a link to RSVP	
	Program review of request to defend	Program review form in Slate	
	Post-defense committee review	Each committee member receives an email with a link to indicate if defense was successful	2 weeks after defense

Petitions

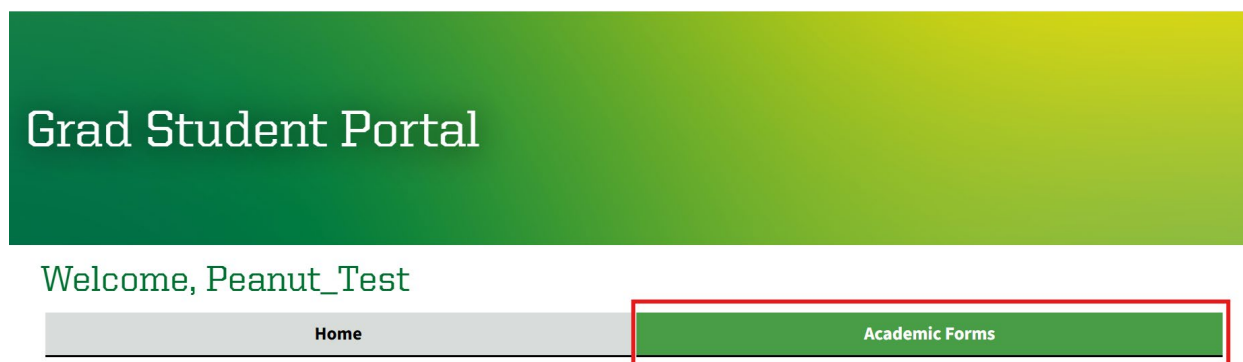
Issue	What to Submit	Where?	Deadline, if applicable
Incomplete from prior to Fall 2022 (see Grades and Incompletes)	1. Petition to Remove an Incomplete (PDF) AND 2. Supplementary Grade Report (SGR)	Petition to Remove an Incomplete form: graduatestudies@uoregon.edu SGR: Online via Registrar's Website	Prior to term of graduation
Did not file for on- leave status while taking time away from program (see Continuous Enrollment Policy)	Petition for Reinstatement (PDF)	graduatestudies@uoregon.edu	Well in advance of add deadline for the term of return; if not, Registrar's late add petition also required
Will take more than 7 years to complete degree (see Time Limits)	Extension of Seven Year Deadline (PDF)	graduatestudies@uoregon.edu	Week 6 of the term prior to that which you require enrollment (e.g., week

			6 of fall for winter extension)
Request a waiver of a Division of Graduate Studies policy (6-month deadline to enter a committee, registration requirements in final term, waive a deadline, etc.)	General Petition to the Division of Graduate Studies (PDF)	graduatestudies@uoregon.edu	
Take a graduate course as an undergraduate	Reservation of Graduate Credit (PDF)	graduatestudies@uoregon.edu	Wednesday, Week 1
Current or past term registration issues, such as: -Change grading option -Late or retroactive withdrawal -Add a course past the deadline	Various petition forms depending on the situation. See Academic Advising website for guidance	Varies – see Academic Advising website	Varies – see Academic Advising website

Withdrawing Requests

Students can withdraw the majority of their requests via their Grad Student Portal. To do so, they will:

1. Navigate to the Academic Forms Tab of the Grad Student Portal.



2. Scroll down to the Submitted Forms section
3. Click the link for the request they wish to withdraw

Submitted Requests*

Form	Submitted Date	Status
Application to Graduate Survey	03/13/26	
Advancement to Candidacy Survey	03/10/26	
Application to Graduate	01/26/26	Pending Program Review
Dissertation Defense	01/17/26	Approved
Application to Graduate	01/17/26	Pending Graduate Studies Review
Application to Graduate	01/10/26	Withdrawn
Dissertation Defense	01/02/26	Withdrawn

- In the pop up window, click the link to withdraw the request.

Submitted Form Information

Prev Next ×

Application to Graduate for Business, MBA

Status: **Pending Program Review**

Request the withdrawal of this submission.

- Then briefly describe why you are requesting to withdraw the request and submit.

Withdrawing Academic Leave Requests

To withdraw an academic leave request, the student must email graduatestudies@uoregon.edu with their request.

Acronym Quick Guide

ABD: All But Dissertation, a status in which a doctoral student has advanced to candidacy and has met all programmatic requirements except the completion of their dissertation document. Note: this is not an official status at the University of Oregon, but is a common term you may hear when referring to doctoral students who are advanced to candidacy.

AEI: American English Institute, which closed in June 2025.

AMP: [Accelerated Master's Program](#)

AO: Admissions Office – The Office of Admissions plays a small role in graduate admissions, though Graduate Coordinators do not often interact with this office.

ARC: [Academic Requirements Committee](#) – the committee that reviews certain university petitions for current term registration issues, such as late tuition refunds, late add/drop petitions, and grading option changes within the same term. The SRC is managed by the Office of the Registrar.

CBA: Collective Bargaining Agreement – the legal contract between the university and an employment group (e.g., Graduate Employees) and outlines the policies and working conditions specific to that employee group.

CEP: Community Education Program – a non-admitted, non-degree student status. This is technically no longer an official status, but you may see the term still used in various places. The current term is [Non-admitted, Non-Degree Seeking Student](#). Graduate-level courses taken under this status may be transferred into a master's program once the student is admitted.

DGS: Director of Graduate Studies – The faculty member in a department or program that oversees graduate education within that department/program. In some programs this position may also be referred to as Graduate Director, Graduate Program Director, or other similar titles.

ELP: English Language Proficiency – This refers to the Division of Graduate Studies' [English Language Proficiency requirement](#) for international applicants.

ELR: Employee and Labor Relations – the unit within Human Resources that administers the various collective bargaining agreements (CBAs) that exist at UO, including the GTFF CBA.

ETD: Electronic Thesis and Dissertation - The Division of Graduate Studies will sometimes use this to reference a student's final requirement of uploading their thesis or dissertation to ProQuest, e.g., Students must upload their ETD before the final deadline for the term.

FERPA: [Family Educational Rights and Privacy Act](#) (sometimes called the Buckley Amendment)– the federal law that establishes students' rights and institutions' responsibilities regarding the privacy of education records.

GE: Graduate Employee

GRE: Graduate Record Examination – This is not required for admission by the Division of Graduate Studies, but many programs require applicants to submit a GRE score for consideration

GTF: Graduate Teaching Fellow – this was previously the term used to describe a Graduate Employee and is now outdated.

GTFF: [Graduate Teaching Fellows Federation](#) – the Graduate Employee union.

IDR: Integrated Data and Reporting – the university's enterprise-wide data warehouse, business intelligence and data visualization service. This includes Cognos, the tool used for data reporting at the UO.

IELTS: International English Language Testing System – This is one of the examinations that the Division of Graduate Studies accepts to satisfy the English Language Proficiency Requirement for International applicants.

IOR: Instructor of Record

ISSS: [International Student and Scholar Services](#) – This campus office handles many aspects of the international student experience on campus. Perhaps most importantly for your international students, they are the office that issues documents required for visa appointments after acceptance to your program.

OAA: [Office of Academic Advising](#) – primarily for undergraduates, but have some resources for graduate students.

PAC: Personal Access Code – DuckWeb password. A student receives their PAC in their admission letter from the university. If a student has lost or forgotten their PAC, instructions for resetting are available on the [Office of the Registrar's website](#).

PFML: Paid Family/Medical Leave. No longer used; now referred to as Paid Leave Oregon (PLO).

PLO: [Paid Leave Oregon](#)

RO: Registrar's Office/Office of the Registrar – The Office of the Registrar can assist with many aspects of a Graduate Coordinator's work, from questions regarding course scheduling, student registration and grading issues, and questions regarding the receipt of official transcripts.

SGR: Supplementary Grade Report – an Office of the Registrar form for situations in which a faculty member is unable to change/report a grade in DuckWeb (e.g., reporting a grade from a term that ended over a year ago).

SRC: Scholastic Review Committee – this committee primarily reviews petitions from undergraduate students, but the following graduate student issues go before this committee as well: retroactive complete withdrawal, retroactive selective withdrawal, and retroactive grading option change. The ARC is managed by the Office of Academic Advising, but graduate students needing to initiate an SRC petition should contact the Division of Graduate Studies.

TOEFL: Test of English as a Foreign Language – this test is also accepted by the Division of Graduate Studies to satisfy the English Language Proficiency requirements for international applicants