Fall 2018 Grad Coordinator Meeting

Janet Woodruff-Borden, Vice Provost and Dean of the Graduate School

Jered Nagel, Assistant Dean of Academic Affairs

Lisa Howard, Director of Finance and Administration

Hannah Schneider-Lynch, Admissions & Recruitment Manager

UNIVERSITY OF OREGON | Graduate School

Recruitment & Admissions

- Department Offer Letters: submit offer letters to hslynch@uoregon.edu for review by November 15, 2018. You will hear back from Hannah with any edits necessary.

- National Name Exchange/McNair Lists

- Fee Waivers: http://gradschool.uoregon.edu/applicationfeewaivers

Graduate School Requirements for Admission

1. Submit GradWeb Application.
2. Bachelor's degree or higher from a regionally accredited U.S. Institution or the equivalent from an international institution.
3. Submit final degree transcripts to prove degree equivalency.
4. International Applicants: meet English Language Proficiency Requirement.

All other admission requirements are at the program level. Examples: GRE scores, letters of rec, statement of purpose, portfolio

Admissions Reminders
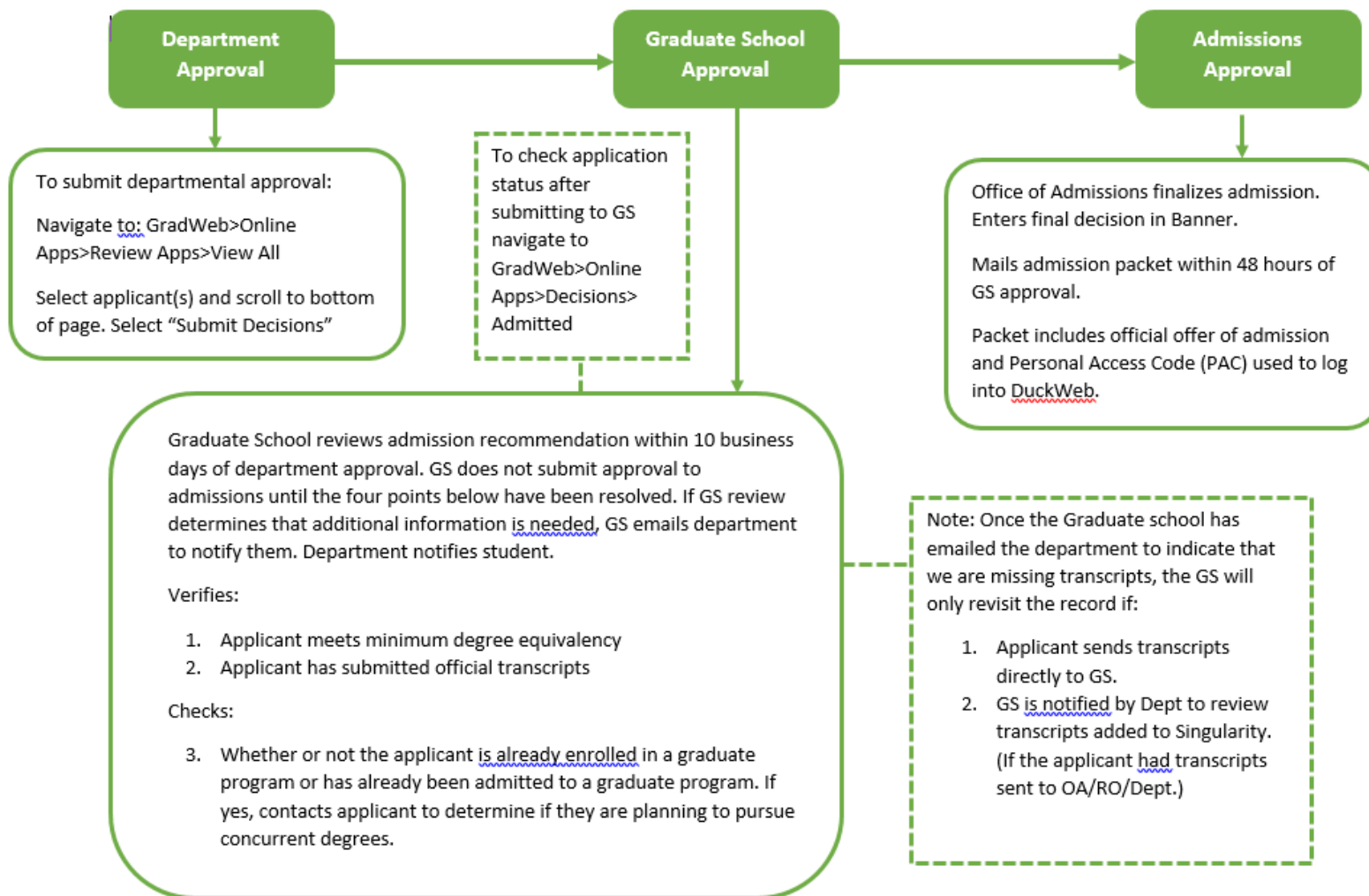
Transcript Requirements

- Transcripts must be sent to Office of Admissions upon application (not after being admitted)
  - Electronic versions can be sent (from institution) to: registrar@uoregon.edu
  - Please see our website for more details: https://gradschool.uoregon.edu/prospective-students/how-to-apply
  - WES International Credential Advantage Package (ICAP)
    - Credential evaluation that covers all transcript requirements: verified originals, translations, and degree equivalence

Singularity/Imaging Access

- Singularity Request Form (PDF)
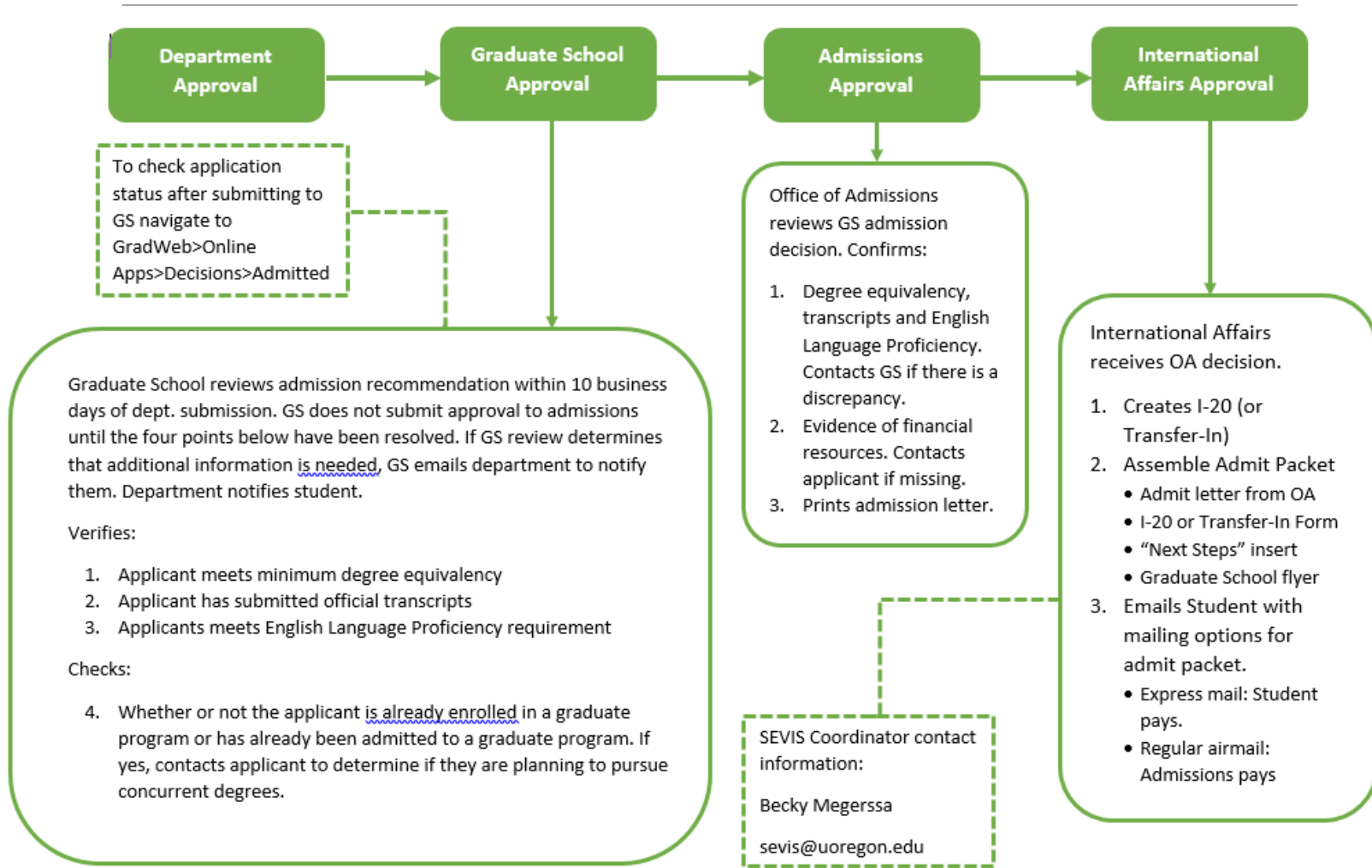- Office of the Registrar, Singularity Permissions Form (PDF)

Domestic Admissions Flow Chart

UNIVERSITY OF OREGON
Graduate School

Department Approval → **Graduate School Approval** → **Admissions Approval**

To submit departmental approval:

Navigate to: GradWeb>Online Apps>Review Apps>View All

Select applicant(s) and scroll to bottom of page. Select "Submit Decisions"

To check application status after submitting to GS navigate to GradWeb>Online Apps>Decisions>Admitted

Office of Admissions finalizes admission. Enters final decision in Banner.

Mails admission packet within 48 hours of GS approval.

Packet includes official offer of admission and Personal Access Code (PAC) used to log into DuckWeb.

Graduate School reviews admission recommendation within 10 business days of department approval. GS does not submit approval to admissions until the four points below have been resolved. If GS review determines that additional information is needed, GS emails department to notify them. Department notifies student.

Verifies:

1. Applicant meets minimum degree equivalency
2. Applicant has submitted official transcripts

Checks:

3. Whether or not the applicant is already enrolled in a graduate program or has already been admitted to a graduate program. If yes, contacts applicant to determine if they are planning to pursue concurrent degrees.

Note: Once the Graduate school has emailed the department to indicate that we are missing transcripts, the GS will only revisit the record if:

1. Applicant sends transcripts directly to GS.
2. GS is notified by Dept to review transcripts added to Singularity. (If the applicant had transcripts sent to OA/RO/Dept.)

Questions? Contact Hannah Schneider-Lynch, hslynch@uoregon.edu

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International Admissions Flow Chart

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Department       →   Graduate School   →   Admissions   →   International
Approval             Approval              Approval          Affairs Approval
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To check application status after submitting to GS navigate to GradWeb>Online Apps>Decisions>Admitted

Graduate School reviews admission recommendation within 10 business days of dept. submission. GS does not submit approval to admissions until the four points below have been resolved. If GS review determines that additional information is needed, GS emails department to notify them. Department notifies student.

Verifies:

1. Applicant meets minimum degree equivalency
2. Applicant has submitted official transcripts
3. Applicants meets English Language Proficiency requirement

Checks:

4. Whether or not the applicant is already enrolled in a graduate program or has already been admitted to a graduate program. If yes, contacts applicant to determine if they are planning to pursue concurrent degrees.

Office of Admissions reviews GS admission decision. Confirms:

1. Degree equivalency, transcripts and English Language Proficiency. Contacts GS if there is a discrepancy.
2. Evidence of financial resources. Contacts applicant if missing.
3. Prints admission letter.

International Affairs receives OA decision.

1. Creates I-20 (or Transfer-In)
2. Assemble Admit Packet
   • Admit letter from OA
   • I-20 or Transfer-In Form
   • "Next Steps" insert
   • Graduate School flyer
3. Emails Student with mailing options for admit packet.
   • Express mail: Student pays.
   • Regular airmail: Admissions pays

SEVIS Coordinator contact information:

Becky Megerssa

sevis@uoregon.edu

Questions? Contact Hannah Schneider-Lynch, hslynch@uoregon.edu

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Evidence of Financial Resources

US immigration requires evidence of financial support/funding equal to one year of estimated expenses

- Total estimated expenses 2018-19 is $46,853
    - Higher estimated expense for ARCH, INT ARCH, FINS, MBA, SPD, SPM
- Based on 9-16 credits in the College of Arts & Sciences
- Covers calendar year – Winter 2019 thru Fall 2019
- Required before I-20 can be issued and sent
- Evidence can include bank statements, scholarship letters, GTF contract, affidavit of support, loans/grants

Evidence of Financial Resources – Department Funding

To speed things up…

- Email offer letters and scholarship letters directly to Admissions – uoglobal@uoregon.edu

- Offer letters – need to show monthly salary and period/terms of the contract

- Scholarship letters – need to show period of the award

Pre-Arrival (F1 Students Only)

- Pay $200 SEVIS fee if issued new I-20
  - GEs can request reimbursement from Grad School
    - http://gradschool.uoregon.edu/SEVIS-fee-reimbursement
- Apply for F-1 visa or request transfer of I-20
- Arrive up to 30 days prior to I-20 program start date
  - Fall 2019 – September 19th
- Complete Pre-Arrival Checklist
  - http://isss.uoregon.edu/incoming-students

Graduate Employees & SSN

- I-20 (SEVIS record) must be activated by SEVIS Manager before student can apply for SSN

- Student brings signed Social Security Verification Form to OIA

- SEVIS Manager verifies student's immigration status, signs SSVF and activates SEVIS record

- Student waits 5 days, then takes SSVF, passport, I-20 and I-94 (US arrival record) to the Social Security Administration office to apply for SSN

Questions? Contact Becky Megerssa, SEVIS Coordinator
becky@uoregon.edu, 6-1436

Recruitment Awards

- Raymund Fellowships
- Promising Scholar Awards
- First Year Fellowships
- Recruitment Support for Campus Visits
- Future Stewards (all grad students, not just incoming)

DuckDocs Updates

- Moving to new platform

- Level 3 Supporting Documents
    - Advancement Letter (email) no longer required
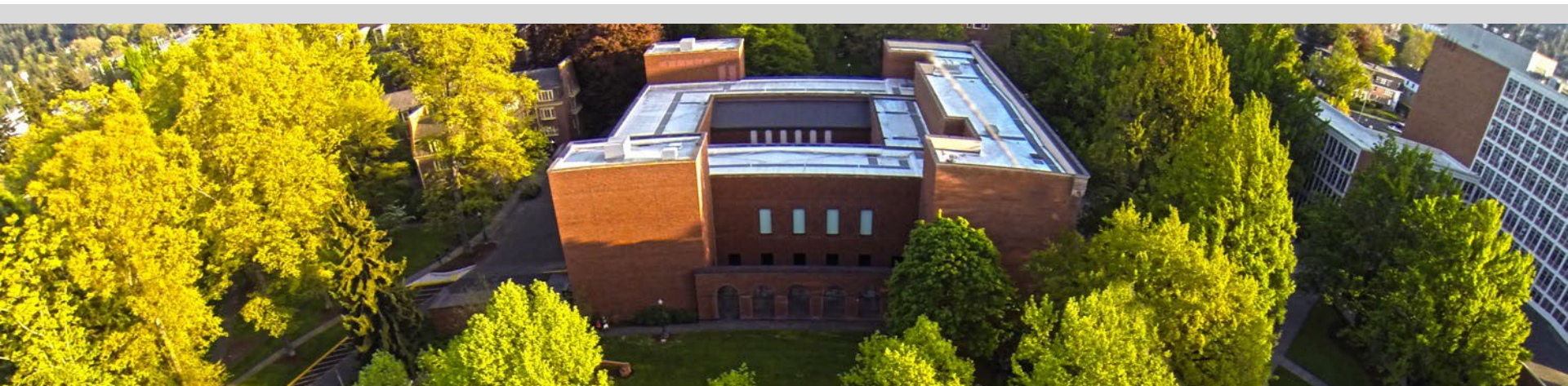
Current Student Awards & Scholarships

https://gradschool.uoregon.edu/fellowships

- Most deadlines are Feb. 15th (a few in April)

- Apply through GradWeb

- Some require dept. nomination

Special "Opps" Award

- Up to $500 for travel/research

- Deadline Wed. of week 8 each term

GTFF Bargaining Has Begun

Stay tuned for updates!

Current Academic Affairs Initiatives

Policy and Procedure Review
Overall Goals:

- Reduce unnecessary bureaucracy
- Increase clarity and consistency
- Consider intent of policy

Handbook Review

- Working on establishing minimum expectations/required components
- Grad School will review each department's graduate handbook and make recommendations for next year
- We don't currently require a handbook – but may in the future
- Main goal: clear documentation of departmental requirements for satisfactory academic progress
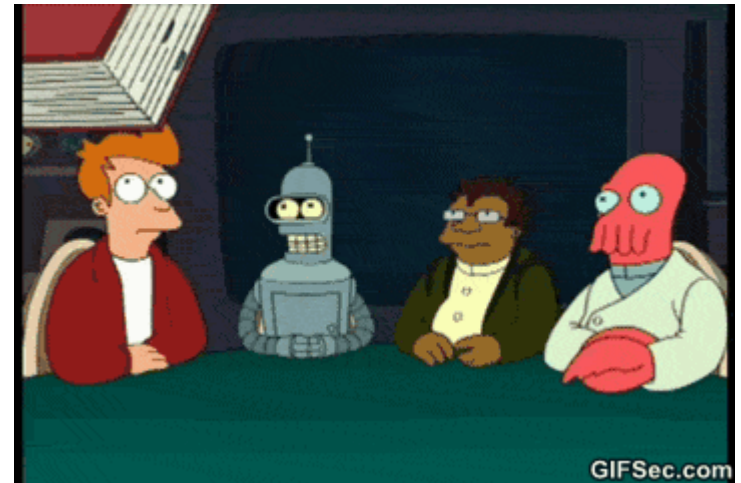
Procedural Changes

Welcome to 2018...

Scan and email forms to gradsch@uoregon.edu.

Procedural Changes, Continued

Effective Immediately

- **Final term registration waiver**
    - No petition required if thesis/dissertation is submitted prior to start of next term (waiver is automatic).
    - Petition still required when requesting a reduction from 3 credits to 1 credit.
    - Details at https://gradschool.uoregon.edu/final-term-registration

You forgot to turn in your paperwork last night.
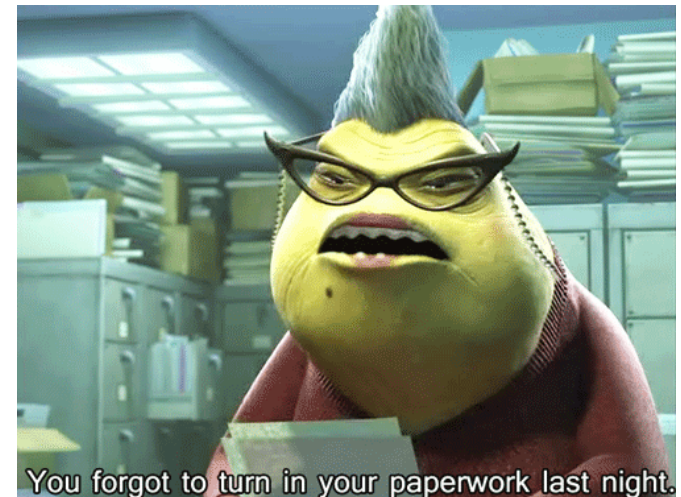
Under Consideration…

- Change/clarify deadlines for applying for graduation
- Changes to dissertation submission deadlines and procedures
- Email jnagel@uoregon.edu with other feedback/suggestions

Dissertation Committees

Submitting in GradWeb

1. DGS or Department Head approves via departmental form or other internal process

2. Grad Coordinator enters committee into GradWeb

3. Grad Coordinator keeps DGS/Department approval in student's departmental file

Committees are power. Committees make things happen. Committees are the lifeblood of our democratic system.

Graduation Reminders

Master's Graduation Process

Look, I just need to know how to get out of here!
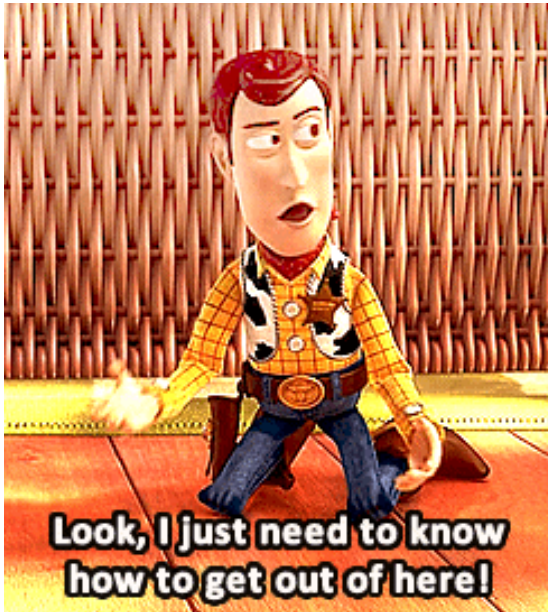
Applications for Advanced Degree		
Published Deadline	**Grace Period – no override needed**	**Final deadline w/dept override**
Friday of week 2	Friday of week 3	Friday of week 7

Other Deadlines	
Thesis/Dissertation Turn-in	**Statements of Completion**
Monday, December 3rd	Tuesday, Dec. 18th

- Full ETD submission instructions at https://gradschool.uoregon.edu/etd
- Do not send statements until all department requirements have been met (grades, copy of final project received by office, etc.)
- Term-by-term deadlines: https://gradschool.uoregon.edu/node/262

Doctoral Graduation Process

Deadlines and Signatures				
What	**Why**	**Who**	**How**	**When it's due**
Application for defense	Sets date, time, room, confirms committee has agreed	• Student initiates • Online approval by all committee members • Signed by DGS/Dept Head	• Student submits in GradWeb • Committee approves online • GC prints and sends to GS	3 weeks before defense date
Certificate of Completion **aka** **"The Tan Sheet"**	Confirms successful defense; entrusts any remaining revisions to committee chair	• Grad School sends to chair • Committee and dept head sign • Grad Coordinator returns to Grad School	• Paper form • Original signatures • Email approval from members attending remotely	2 weeks after defense
Thesis/ Dissertation Approval Form	Confirms all revisions have been made and chair approves final draft	• Student fills out • Chair signs	• PDF from GS website • Student can upload w/ETD or deliver to GS	Monday of finals week Fall: Dec. 3rd

Term-by-term deadlines: https://gradschool.uoregon.edu/node/262

Getting Ready to Graduate
Thesis and Dissertation Presentation

- Students can access a pdf of the PowerPoint here:
  - ➤ gradschool.uoregon.edu
    - ➤ Current Students
      - ➤ Thesis and Dissertation
        - ➤ Thesis and Dissertation Workshop PowerPoint

- Let Jered know if your department would like to coordinate a presentation for your students

I have done the research!

Activity – Proposed Policy Changes

- Break into 5 groups
- Take 5-10 minutes to discuss as a group
- Report back with:
  - Overall thoughts/feedback/comments
  - Recommendations/things to consider (e.g., implementation, unintended consequences, etc.)

Group One – Repeat Policy

- For non-repeatable courses:

  - Students who already passed a course may not take it again (except by petition)

  - Students who did not pass a course may take it again up to 3 times

  - Credits only earned once

  - Only the most recent graded attempt counts toward cumulative GPA

Group Two – Incompletes

- Incompletes convert to F after one calendar year

- Accumulation of 8 credits of Incomplete is considered unsatisfactory

Group Three – Satisfactory Academic Progress (SAP)

- Additions to SAP Requirements:
  - No more than 8 credits of Incomplete
  - "Other milestones"
  - Departmental requirements
- Required departmental annual review
- Creation of official probation system
- Clarify disqualification procedures

Group Four – MA Language Requirement

- MA or MS should reflect the field of study

- Departments decide whether or not to require a foreign language, and are responsible for monitoring completion of the requirement

Group Five – Thesis/Dissertation Grades

- Allow grade of "P" if student is making satisfactory progress on the thesis/dissertation

Activity – Proposed Policy Changes

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  - Recommendations/things to consider (e.g., implementation, unintended consequences, etc.)

Questions?

Graduate School
gradsch@uoregon.edu