UNIVERSITY OF OREGON | Division of Graduate Studies

Graduate Coordinator Handbook
2022-2023 Academic Year

Updated Aug. 2022

Contents

Introduction

As a graduate coordinator, many aspects of program management and student progress fall to you. This manual details current Division of Graduate Studies policy and procedure as it relates to many aspects unique to your role as a graduate program coordinator or other related department personnel. No two graduate coordinator positions are exactly alike in duties – it is the responsibility of your hiring unit to clarify expectations around your role and whether or not you perform the tasks outlined in this handbook.

SUGGESTED ACCESS AND RESOURCES

Technology Access

Graduate coordinators will need or benefit from access to the following programs:

Program	Use	How to request access
GradWeb	Academic affairs processes.	https://gradweb.uoregon.edu/main/departmentInfo/gradWebAccess.aspx
DuckDocs	Transcript/admissions document viewing, GE appointments.	https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=35489
Banner	Confirming 95#s, retrieving testing scores sent to UO electronically.	https://registrar.uoregon.edu/faculty-staff/banner-access-and-training
Cognos	UO data warehouse and reporting. Some Graduate Coordinators may find this helpful if they are asked to run reports.	https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=78759
Qualtrics	Build, administer and report on surveys.	All UO employees have access upon start of employment. Log in here: oregon.qualtrics.com
Slate	Graduate admissions and recruitment processes.	Request access by submitting a ticket here. Your program's dean or department head will receive an email to approve your request.
Zoom	Hold video/audio meetings with other UO constituents and the public.	All UO employees have access upon start of employment. Log in here: https://uoregon.zoom.us/
Zoom Webinar	Host webinars.	Access to this function must be requested on an event-by-event basis. To request a webinar license for your event, submit a Zoom Support ticket by clicking "Request Help" here: https://service.uoregon.edu/TDClient/2030/Portal/Requests/ServiceDet?ID=42541

Listservs

Graduate Coordinators are encouraged to sign up for the following listservs:

Listserv	What is communicated	How to sign up
Graduate Coordinator (Division of Graduate Studies)	Updates, reminders, requests from the Division of Graduate Studies to program level staff.	Email graduatestudies@uoregon.edu
GTF Contacts (Division of Graduate Studies)	Information and reminders about GE payroll and hiring.	Added automatically if when requesting GradWeb access you select the "GE INVOLVEMENT" checkbox. Or email graduatestudies@uoregon.edu
Reg-News (Registrar's Office)	General announcements from the Registrar's Office	https://lists.uoregon.edu/mailman/listinfo/reg-news
DegreeNews (Registrar's Office)	Dates, deadlines, upcoming changes, degree awarding information, graduation stats, diploma orders, and other topics impacted by graduation processing	https://lists.uoregon.edu/mailman/listinfo/degreenews
All Campus Advising Association	Mostly undergraduate focused, but sometimes helpful announcements about opportunities for students.	https://lists.uoregon.edu/mailman/listinfo/acaa
Dreamers	Information about supporting undocumented and DACAmented students.	https://lists.uoregon.edu/mailman/listinfo/dreamers

Other Helpful UO Resources

- Division of Graduate Studies Newsletter: Sent to current students, forwarded automatically to the Graduate Coordinator Listerv.
- Various Academic Resources (libraries, IT, accessible education, etc.)
- Resources for Students
- Resources for Students with Families

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 an account here.
- NAGAP - The Leader in Graduate Enrollment Management: The Mission of NAGAP is to engage and advance Graduate Enrollment Management

Professionals by promoting excellence and collaboration through education, research, and professional development.

TRAINING

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 here.

IMPORTANT CAMPUS CONTACTS

The Division of Graduate Studies is always available as a resource for any issues that may arise in your position related to admissions, student progress, and policy/procedure clarification.

Krista Chronister *Vice Provost for Graduate Studies* 541-346-5129 kmg@uoregon.edu
Jered Nagel *Assistant Vice Provost for Graduate Studies* 541-346-2802 jnagel@uoregon.edu
Srithip Prime *Finance Manager* 541-346-2812 srithips@uoregon.edu
Hannah Schneider-Lynch *Director of Graduate Admissions and Enrollment* 541-346-2806 hslynch@uoregon.edu
Sarah Craig *Enrolled Student Support Specialist* 541-346-2199 scraig@uoregon.edu
Chris Jones *Student & Admissions Specialist* 541-346-8457 cjones14@uoregon.edu

Tara Kaiser *Executive Assistant* 541-346-2834 tkaiser@uoregon.edu
Jennifer McNutt-Bloom *Events and Communications Coordinator* 541-346-2824 jenmb@uoregon.edu
Sky Seymour *Operations Analyst* 541-346-7632 seckelbe@uoregon.edu
Lesley Yates-Pollard *Academic Affairs and Admissions Specialist* 541-346-5134 lesleyyp@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
- Dean of Students

Admissions

Academic program coordinators are often tasked with the administration of the program's admissions process. You can find detailed information about the admissions process and admissions system, Slate, in the Graduate Admissions Handbook, available here.

Academic Affairs

The academic affairs policies and processes are meant to assist in tracking student progress across the duration of their program and ensure timely completion of benchmarks. The processes that take place within GradWeb are much more robust for doctoral students, though some master's processes are also managed within this program. For full text of policies related to academic affairs, please visit https://graduatestudies.uoregon.edu/academics/policies.

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 GradWeb. 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
- Meet final term registration requirements
- Apply for graduation (deadline 2nd Friday of the quarter)
- Submit statements of completion via GradWeb
- 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)
- Advancement to Candidacy (coordinators submit on behalf of student)
- Declare dissertation committee (coordinators submit on behalf of student)
- Apply for graduation via GradWeb (deadline 2nd Friday of the quarter – student submits)
- Apply for Oral Defense via GradWeb (student submits initial application, coordinator submits department approval for review by Division of Graduate Studies)
- Defend and upload dissertation by published deadlines
- Complete any requested revisions to uploaded dissertation

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. Copies of these do not need to be transmitted to the Division of Graduate Studies.

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 need not be transmitted to the Division of Graduate Studies.

Doctoral students may advance to candidacy after meeting your department's published advancement requirements and meeting the Division of Graduate Studies' residency requirement. Departments submit the notice of advancement requirements met to the Division of Graduate Studies through GradWeb. This process requires approval from the student's advisor as well as the department head or director of graduate studies. A confirmation email is sent when the advancement is approved in GradWeb and a copy of that should be kept for the student's records as well.

Committee

After a student has completed competency exams and/or advanced to candidacy, they should establish their committee, if applicable. Departments may have forms to file to alert the coordinator to a newly formed committee. Master's committees conform only to the department's requirements and need not be transmitted to or approved by the Division of Graduate Studies. Doctoral dissertation committees will be entered by the department on behalf of the student in GradWeb and must meet the Division of Graduate Studies' requirements for dissertation committee composition.

Defense

All doctoral students must hold a public defense of their dissertation. Master's thesis students are also 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 meet the dissertation upload deadline.

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 the Department's GradWeb dashboard and saved in their departmental file if desired. Departments also submit statements of completion to the Division of Graduate Studies for master's and doctoral students using GradWeb. In some cases, this may fall to the coordinators, but in other cases, there may be a dedicated staff person to check and transmit the statements. For both master's and doctoral students, the Division of Graduate Studies sends the statement of completion to the Registrar's Office once all departmental and university degree requirements have been verified and (if applicable) the student has cleared all requested formatting edits for their thesis or dissertation.

UNIVERSITY OF OREGON

Advancement to Candidacy Flow Chart

```
Student completes          Advisor          Department          The Division of
advancement        →       Approval    →    Prepares to    →    Graduate Studies
requirements                                 Transmit            Approval
```

Student completes advancement requirements

Within 2 weeks of completion, departments should enter the advancement in GradWeb.

Select 'Submit New Advancement' to begin

The date the last requirement is completed successfully by the student determines the date of advancement. If a student was asked to make revisions in order to accept the work, the date the revisions were turned in should be entered for that requirement.

Advancement exam committees should reflect those who reviewed and approved requirements and can also be entered now. Select 'Create Advancement Committee'. This is different from entering the Doctoral Committee in GradWeb, though the composition may be largely the same.

Advisor Approval

Once the advancement is submitted, the advisor is prompted to review and approve. To see the status of submitted advancements, select 'Advancements in Progress'.

The Division of Graduate Studies can assist in sending reminder emails to faculty

Department Prepares to Transmit

Once the advisor has approved, the department staff print the advancement approval page, secure the appropriate signatures, return to the approval page and select 'Send to the Division of Graduate Studies' to transmit the electronic version for approval, and scan the signed page to graduatestudies@uoregon.edu.

The Division of Graduate Studies Approval

The Division of Graduate Studies reviews and approves advancements when all steps are complete.

You will be contacted regarding discrepancies in advancement terms, removal of conditional status, issues with residency year, and any dissertation credits undertaken before advancement, so be on the lookout for these issues. Typical timeline for approval is 1-2 weeks.

Note: Once approval has been issued, the student may be eligible for a level increase if they have a GE appointment. The level increase is not automatic; an ePRF must be submitted to initiate the change. If you are not the person who processes GE appointments, you or the student should communicate with the appropriate staff member to initiate the level increase.

Graduate Coordinators are responsible for entering advancement details for doctoral students into GradWeb. Once students have successfully completed advancement requirements, coordinators should enter their advancement details as soon as possible for approval.

Gathering information

The first step in advancing a student is gathering the appropriate information. This includes the date that the <u>successful</u> work was submitted for review, the date of review, the name(s) of the review committee for each item, and any other information pertinent to the advancing of the student.

Entering the details

In GradWeb, begin a new advancement, entering the completion date and approval date for each listed requirement.

The completion dates for each requirement should be the date that the student submitted work that was reviewed as satisfactory. If a student was asked to revise and re-submit any work, the date the revision was submitted would be the appropriate date to enter for the completion of the requirement, NOT the date of the initial submission. If there is a large discrepancy between the completion date and the review date, we may contact the department for additional information if it creates a question about the appropriate advancement term.

In the Advancements tab of GradWeb, select Create Advancement Committee to enter the names of the review committees for each requirement, if applicable. At least one advancement committee must be entered before you can submit the advancement.

Select the term of advancement based on the date that the last requirement was successfully submitted by the student. Print the form for the appropriate signatures and then return to the advancement page and submit it to the Division of Graduate Studies. Email the signed sheet to graduatestudies@uoregon.edu once completed. Review can only begin when the signature sheet has been received.
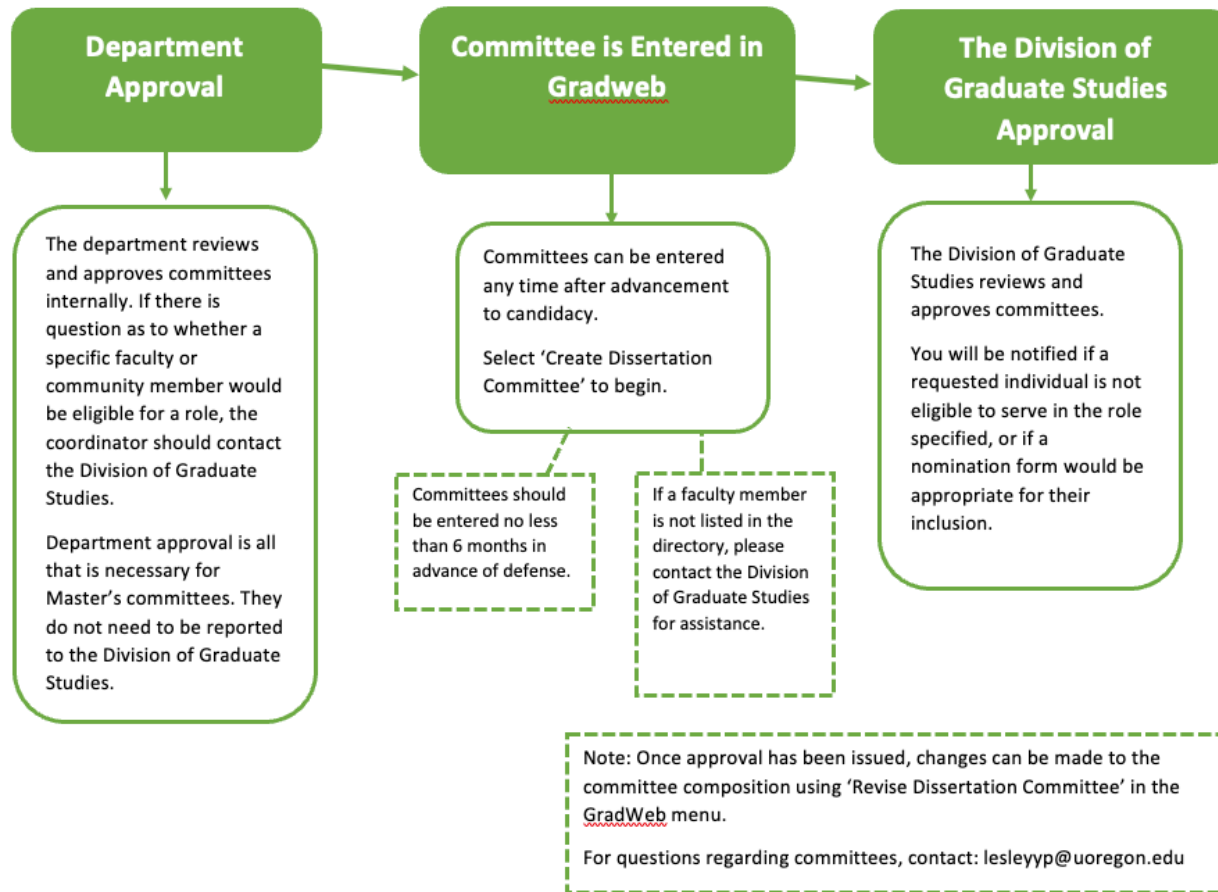
Considerations for Advancements:

- Delays in entering advancement can cause inaccurate payroll for students who are eligible for a new GE level.

- A student is considered advanced in a term if they have completed the requirements by the last day of finals week, regardless of the review/approval date or the date the advancement was submitted.

- A student may register for dissertation credits in the term of advancement, but not before. Any student with 603 credits on their transcript prior to advancement will be required to petition the registrar to have them changed to 601 (Research), 605 (Reading), or other appropriate individualized credits before the advancement can be approved.

- Students must be enrolled for at least 3 credits in the term of advancement, including Summer term. If they are not registered, they will be eligible to advance the following term.

- Any student who is in a Conditional-Doctoral status should be changed to full Doctoral status upon advancement using the Change of Graduate Classification, which can be found on our forms page at https://graduatestudies.uoregon.edu/academics/forms.

- If your department's advancement requirements change, please contact the Division of Graduate Studies for appropriate forms and instructions for submitting changes.

- The Advancements in Progress link will show all advancements in any state of approval that have not yet been processed by the Division of Graduate Studies. Checking this frequently when advancements are active can be helpful in notifying advisors that action is needed or in seeing which advancements are currently in review at the Division of Graduate Studies.

- GEs who are advanced to candidacy are eligible to be hired at Level III. After receiving word of the approved advancement, the department must initiate a GE pay raise by submitting an ePRF indicating level III. Pay raises take effect in the term AFTER the term of advancement (e.g., advance summer, pay raise effective fall).

Dissertation Committees Flow Chart

Questions? Contact the Division of Graduate Studies
graduatestudies@uoregon.edu

| **Department Approval** | **Committee is Entered in Gradweb** | **The Division of Graduate Studies Approval** |

Department Approval

The department reviews and approves committees internally. If there is question as to whether a specific faculty or community member would be eligible for a role, the coordinator should contact the Division of Graduate Studies.

Department approval is all that is necessary for Master's committees. They do not need to be reported to the Division of Graduate Studies.

Committee is Entered in Gradweb

Committees can be entered any time after advancement to candidacy.

Select 'Create Dissertation Committee' to begin.

Committees should be entered no less than 6 months in advance of defense.

If a faculty member is not listed in the directory, please contact the Division of Graduate Studies for assistance.

The Division of Graduate Studies Approval

The Division of Graduate Studies reviews and approves committees.

You will be notified if a requested individual is not eligible to serve in the role specified, or if a nomination form would be appropriate for their inclusion.

Note: Once approval has been issued, changes can be made to the committee composition using 'Revise Dissertation Committee' in the GradWeb menu.

For questions regarding committees, contact: lesleyyp@uoregon.edu

Once a student has advanced, a dissertation committee can be entered for them in GradWeb. Master's committees are approved at the department level only and are not entered into GradWeb for review.

Policies regarding committee composition can be found here: https://graduatestudies.uoregon.edu/academics/policies/doctoral/dissertation-committee-policy

For any committee member that does not fit the specified criteria, a Dissertation Committee Service Nomination form is required. The form indicates the attachments and information needed to review the petition for each category of participant (NTTF, Faculty from another university, community member, etc.). Nomination forms cannot be used to nominate someone to the position of Institutional Representative (IR). The IR must be active, tenure-related faculty in a degree granting department that is different from that of the student. Should the student wish to request a waiver of that policy, they may submit a General Petition to the Division of Graduate Studies stating their reason for requesting to appoint an IR outside of the stated requirements.
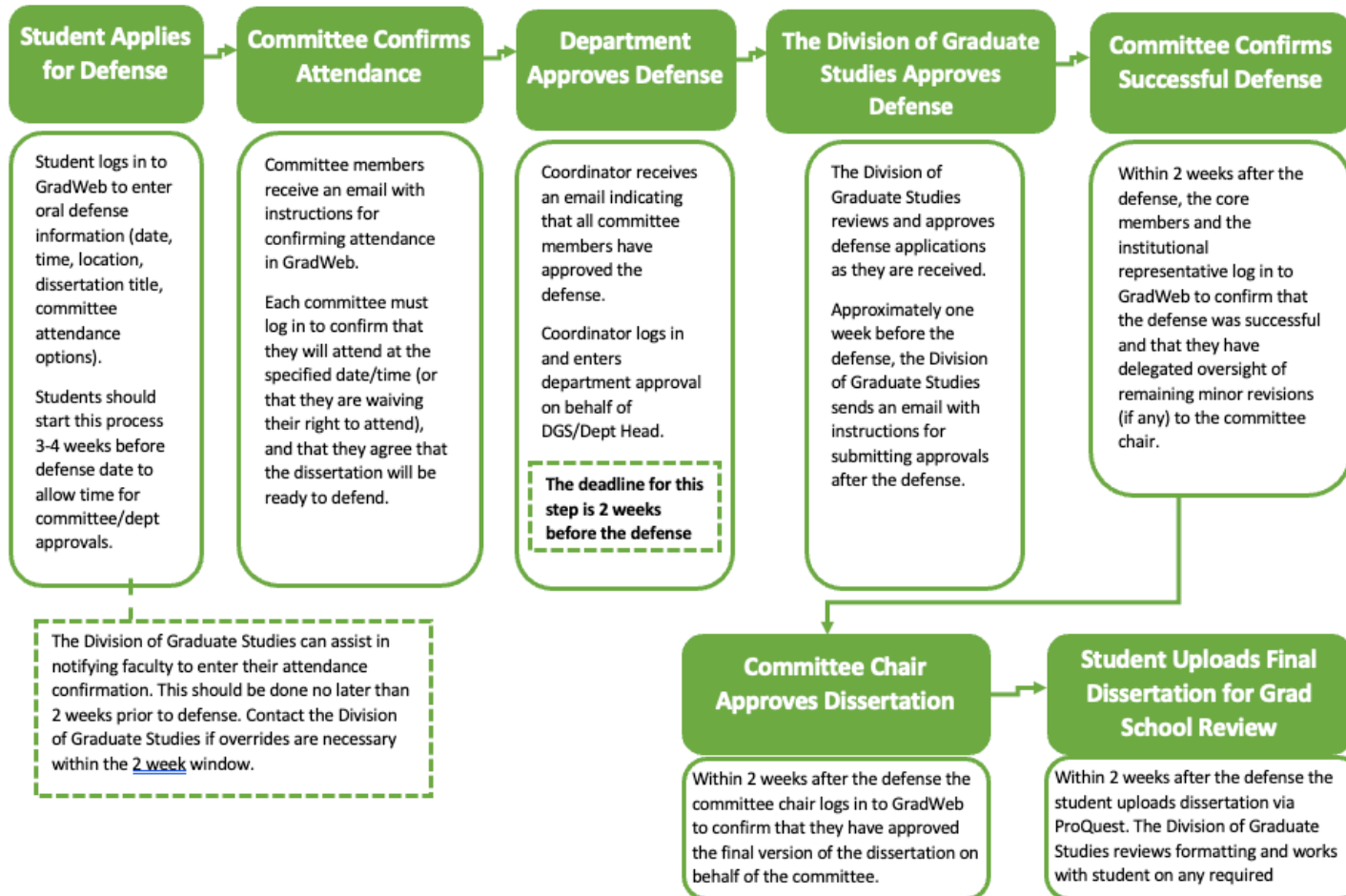
Nomination forms must typically be signed by your school or division's dean and can be sent with attachments via campus mail or by scanning and sending to graduatestudies@uoregon.edu.

After you have entered a committee for a student, the Division of Graduate Studies reviews and approves the committee or notifies the department of any proposed members that may not meet the criteria. This review process can take up to 10 business days depending on the time of year.

Important things to remember about committees:

- The approval date for the committee will always be the date on which the department submitted the committee to the Division of Graduate Studies for consideration, regardless of the date it was physically approved by the Division of Graduate Studies.
- If department oversight has caused delays in submitting the committee in GradWeb, committees can be backdated by request on a case-by-case basis if there is evidence to support an earlier committee formation date (e.g., emails, departmental committee approval forms, etc.). If backdating is needed, please contact the Division of Graduate Studies prior to entering the committee into GradWeb.
- Committees must be filed no less than 6 months in advance of a final oral defense. Changes in committee chairs re-set the 6 month wait and changes in IR result in a 3 month waiting period to defend. Students may petition using the General Petition to the Division of Graduate Studies if they have a compelling reason that a waiver of that time frame is necessary.

Doctoral Oral Defense Flow Chart

UNIVERSITY OF OREGON

Student Applies for Defense

Student logs in to GradWeb to enter oral defense information (date, time, location, dissertation title, committee attendance options).

Students should start this process 3-4 weeks before defense date to allow time for committee/dept approvals.

The Division of Graduate Studies can assist in notifying faculty to enter their attendance confirmation. This should be done no later than 2 weeks prior to defense. Contact the Division of Graduate Studies if overrides are necessary within the 2 week window.

Committee Confirms Attendance

Committee members receive an email with instructions for confirming attendance in GradWeb.

Each committee must log in to confirm that they will attend at the specified date/time (or that they are waiving their right to attend), and that they agree that the dissertation will be ready to defend.

Department Approves Defense

Coordinator receives an email indicating that all committee members have approved the defense.

Coordinator logs in and enters department approval on behalf of DGS/Dept Head.

The deadline for this step is 2 weeks before the defense

The Division of Graduate Studies Approves Defense

The Division of Graduate Studies reviews and approves defense applications as they are received.

Approximately one week before the defense, the Division of Graduate Studies sends an email with instructions for submitting approvals after the defense.

Committee Confirms Successful Defense

Within 2 weeks after the defense, the core members and the institutional representative log in to GradWeb to confirm that the defense was successful and that they have delegated oversight of remaining minor revisions (if any) to the committee chair.

Committee Chair Approves Dissertation

Within 2 weeks after the defense the committee chair logs in to GradWeb to confirm that they have approved the final version of the dissertation on behalf of the committee.

Student Uploads Final Dissertation for Grad School Review

Within 2 weeks after the defense the student uploads dissertation via ProQuest. The Division of Graduate Studies reviews formatting and works with student on any required

Doctoral students must hold a public defense of their dissertation at which their committee is present. Whether or not master's students are required to hold a defense of their thesis or project is subject to the policies of the department/program, but if required, that defense and all associated procedures are internal to the department/program and are not reviewed or approved by the Division of Graduate Studies.

For doctoral defenses, the student will enter their information into GradWeb on their own behalf. Coordinators may assist in the process by reminding faculty to certify their attendance after an application has been submitted. Faculty will log in to GradWeb when prompted and certify their attendance at the defense. The department approval is also entered within GradWeb. The process of initial entering and department approval must be completed no later than 2 weeks prior to the defense.

Certification of a successful defense and completed dissertation are due no later than 2 weeks after the defense. After the completed defense, faculty will log back in to GradWeb to declare a successful defense. The chair will also confirm that they approve the final version of the dissertation being uploaded.

Deadlines related to the Oral Defense, detailed instructions for applying, as well as attendance policies for the committee can be found on our website: https://graduatestudies.uoregon.edu/academics/policies/doctoral/oral-defense-procedures

Important things to remember about oral defenses:

- If the 2-week deadline has been crossed, GradWeb will lock you, the faculty, and the student out of the oral defense process. In such cases, you may contact the Division of Graduate Studies directly for a 2-day override in order to complete the process.
- If the committee has any reservations about the acceptability of the dissertation, it is recommended that the defense be postponed.

SATISFACTORY PROGRESS

In order to be considered in good academic standing, graduate students must be in compliance with the policies outlined on the Division of Graduate Studies website. Below is a summary of these policies:

- **Continuous enrollment**: Graduate students must register for at least three graduate credits each term (except Summer), unless on-leave status has been approved (see on-leave section below).
- **Time limit**: Master's, doctoral, and certificate students have seven years to complete their degrees/certificates.
- **GPA**: Graduate students must maintain a cumulative GPA of at least 3.0.
- **Grades**: The accumulation of more than 5 credits of N or F grades, regardless of GPA, is considered unsatisfactory.
- **Incompletes**: Accumulation of more than 7 credits of Incomplete is considered unsatisfactory.
- **Student Conduct:** Depending on the nature of the violation, the Division of Graduate Studies will also consider violations of the Student Conduct Code when determining whether a student is in good standing.
- **Financial Aid Requirements**: There is an additional set of satisfactory academic progress standards for financial aid recipients. Learn more here.

If a student is found to not be meeting satisfactory progress requirements, either through a departmental review process or by the Division of Graduate Studies, they will be placed in one of the following categories:

- No Action
- Academic Warning
- Academic Probation
- Dismissal

Refer to the Division of Graduate Studies website for details of the satisfactory progress policy and procedures.

ON-LEAVE

All graduate students are required to be registered for at least 3 credits per term in Fall, Winter, and Spring terms. Summer term registration is not required unless the student is completing exams or otherwise utilizing faculty time and university resources.

If a student wishes to not enroll for one or more terms (except Summer), they must file an application for on-leave status. Master's students may take up to 3 terms of leave; doctoral students may take up to 6 terms of leave.

To apply for on-leave status, the student must initiate the process by logging in to GradWeb and filling out the on-leave form. Once the student has submitted the form, the graduate coordinator (and anyone else in the department with full access to the on-leave

module) will receive an email prompting them to review the student's request. If approved by the department, anyone with the appropriate access may approve the application in GradWeb. No hard copies or actual signatures are required.

On the form in GradWeb, the student must select a reason for the leave. Available options are:

- The student's serious health/medical condition
- A family emergency (including the health/medical issue of a family member)
- Parenting needs during the 12 months immediately following a child's birth or placement in the home
- Independent research
- Other

The 7-year time limit is only automatically extended when a student takes a leave for a medical condition or parenting needs. The deadline is not automatically extended for the other reasons.

A student must be in good academic standing in order to go on leave. The department may request an exception to this requirement by emailing a statement explaining how going on leave is part of the overall strategy for getting the student back into good standing. Common examples include students who have been struggling with physical or mental health issues and need the time away to address those issues.

The full on-leave policy can be found at
https://graduatestudies.uoregon.edu/academics/policies/general/on-leave-status.

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.

Detailed information about pursuing and administering concurrent degrees is available at
https://graduatestudies.uoregon.edu/academics/policies/concurrent/pursuing-concurrent-degrees.
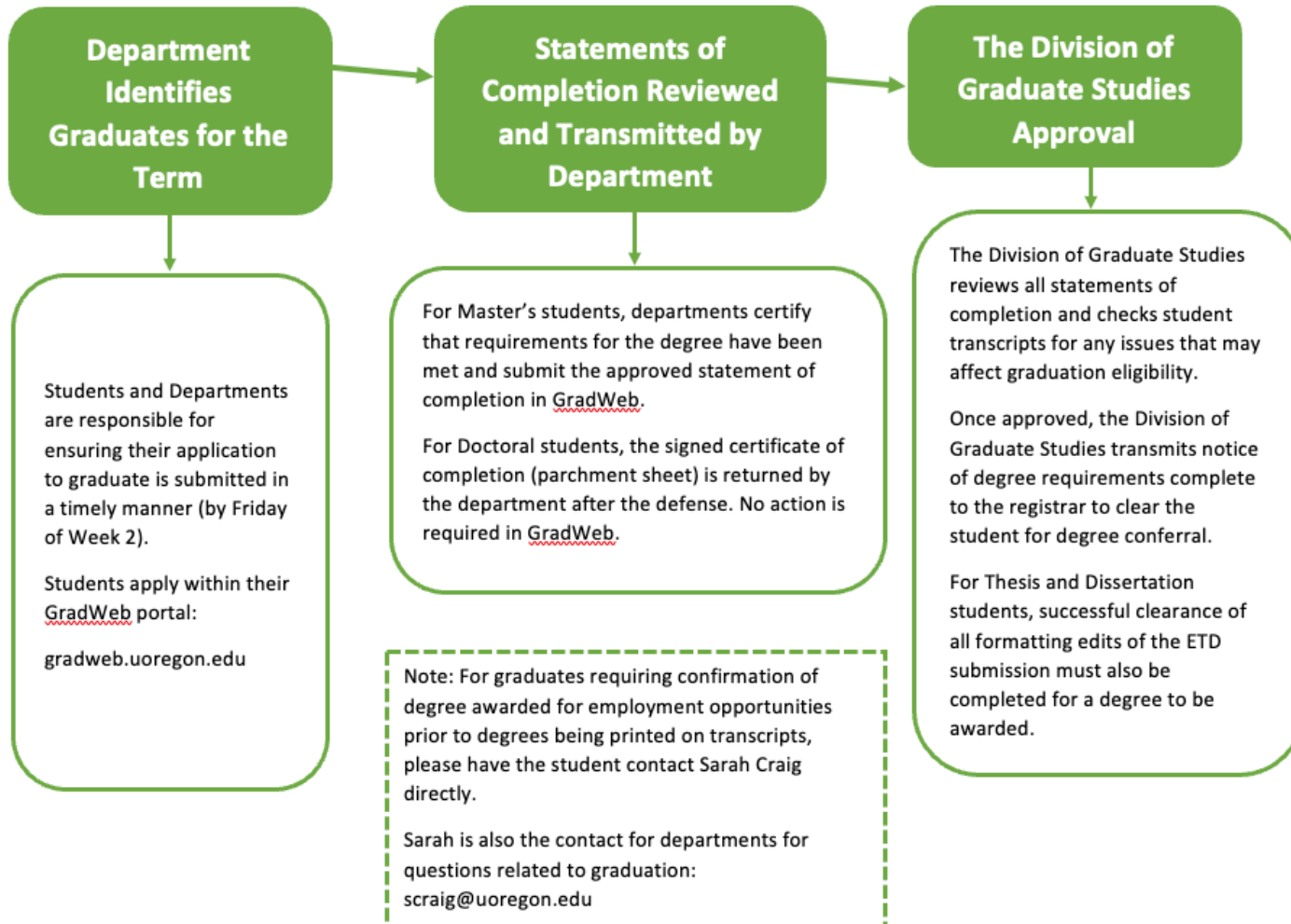
GRADUATION

All students (master's, doctoral, and certificate) will apply for graduation via GradWeb. As with oral defenses, the student is responsible for initiating this process and entering their graduation information into GradWeb.

The priority deadline for students to apply for graduation is Friday of week 2. After this date, the graduate coordinator may provide an override to allow the student to apply as late as Friday of week 7. After Friday of week 7, students may contact the Division of Graduate Studies to discuss options for late application. Often this will involve a general petition to the Division of Graduate Studies requesting permission to apply late. Graduate coordinators may be responsible for reviewing statements of completion and

certifying department requirements have been met before transmitting those statements to the Division of Graduate Studies for review and approval. The process for submitting is the same for both master's and doctoral students. Instructions and deadlines to submit statements of completion are sent via email each term.

Graduation Flow Chart

Department Identifies Graduates for the Term

→

Statements of Completion Reviewed and Transmitted by Department

→

The Division of Graduate Studies Approval

↓

Students and Departments are responsible for ensuring their application to graduate is submitted in a timely manner (by Friday of Week 2).

Students apply within their GradWeb portal:

gradweb.uoregon.edu

↓

For Master's students, departments certify that requirements for the degree have been met and submit the approved statement of completion in GradWeb.

For Doctoral students, the signed certificate of completion (parchment sheet) is returned by the department after the defense. No action is required in GradWeb.

Note: For graduates requiring confirmation of degree awarded for employment opportunities prior to degrees being printed on transcripts, please have the student contact Sarah Craig directly.

Sarah is also the contact for departments for questions related to graduation:
scraig@uoregon.edu

↓

The Division of Graduate Studies reviews all statements of completion and checks student transcripts for any issues that may affect graduation eligibility.

Once approved, the Division of Graduate Studies transmits notice of degree requirements complete to the registrar to clear the student for degree conferral.

For Thesis and Dissertation students, successful clearance of all formatting edits of the ETD submission must also be completed for a degree to be awarded.

Graduate Employment

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 Statement (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 successfully complete at least 9 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 enroll, most positions cover the tuition, though there is a new option ("Option B") for departments to create positions in the summer that do not include a tuition waiver.
  - 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 toward their degree. This is not automatic; the student must submit a Summer Tuition Waiver Request Form to request the waiver.
- 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 with regard to the student's GE employment.

Quick Reference Charts for Academic Affairs Processes and Common Issues

Master's

Process	What to Submit	Where?	Deadline
Concurrent Degree	Declaration of Concurrent Degrees	graduatestudies@uoregon.edu	3 terms prior to completing either degree
	Concurrent Degree Plan	graduatestudies@uoregon.edu	Friday of week 2 of term of graduation
Transfer of Grad Credit	Transfer of Grad Credit form	graduatestudies@uoregon.edu	Any time prior to term of graduation
On-Leave	Application for On-Leave Status (student submits)	via GradWeb	Before the last day of finals in the term for which on-leave is requested
Graduation	Application for Advanced Degree (student submits)	via GradWeb	Priority deadline: Friday of week 2 of term of graduation Final deadline: Friday of week 7 of term of graduation After final deadline, students may contact the Division of Graduate Studies to discuss late application options
	Statement of Completion	via GradWeb	See posted deadlines here: https://graduatestudies.uoregon.edu/academics/completing-degree/masters-degree-deadlines

Doctoral

Process	What to Submit	Where?	Deadline
Concurrent Degree	Declaration of Concurrent Degrees	graduatestudies@uoregon.edu	3 terms prior to completing either degree
	Concurrent Degree Plan	graduatestudies@uoregon.edu	Friday of week 2 of term of graduation
Advancement	Report of Examinations for Advancement (electronic)	via GradWeb	2 weeks after advancement requirements completed
	Report of Examinations for Advancement (paper form printed from GradWeb)	graduatestudies@uoregon.edu	After submitting advancement electronically
		NOTE: Both electronic and paper forms must be submitted to trigger review	
Doctoral Committee	Names of Committee Members	via GradWeb	Any time after advancement but no less than 6 months prior to final defense
	Committee Service Nomination Form (if needed)	graduatestudies@uoregon.edu	Prior to entering committee into GradWeb
Oral Defense	Application for Final Oral Defense (electronic)	via GradWeb	2 weeks prior to defense date
	Post-Defense Committee Approvals (electronic)	via GradWeb	2 weeks after date of defense
On-Leave	Application for On-Leave Status (student submits)	via GradWeb	Before the last day of finals in the term for which on-leave is requested
Graduation	Application for Advanced Degree (student submits)	via GradWeb	Friday of week 2 of term of graduation

Petitions

Issue	What to Submit	Where?	Deadline, if applicable
Incomplete is over 1 year old (see Grades and Incompletes)	1. Petition to Remove an Incomplete AND 2. Supplementary Grade Report (SGR) from Instructor	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	graduatestudies@uoregon.edu	Must be filed and approved in order to enroll
Will take more than 7 years to complete degree (see Time Limits)	Extension of Seven Year Deadline request, statement of need for additional time, statement describing completion/review status of dissertation chapters, month by month timeline of completion plan, advisor's written statement of recommendation	graduatestudies@uoregon.edu	Week 6 of the term prior to that which you require enrollment (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, alternate residency year for advancement, waive a deadline, etc)	General Petition to the Division of Graduate Studies	graduatestudies@uoregon.edu	None
Take a graduate course as an undergraduate	Reservation of Graduate Credit	graduatestudies@uoregon.edu	Wednesday, Week 1
Current or previous term registration issues (e.g., late add, retroactive withdrawal, etc.)	Various petition forms depending on the situation. See advising.uoregon.edu/questions-about-petitions for guidance.	Office of the Registrar or Office of Academic Advising (OAA)– visit OAA link for guidance	Varies – visit OAA link for guidance

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

AO: Admission's 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 petitions for exceptions to certain university requirements. This committee primarily reviews petitions from undergraduate students, but certain graduate student issues go before this committee as well, such as retroactive complete withdrawal. The ARC is managed by the Office of Academic Advising.

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. Graduate-level courses taken under this status may be transferred in to 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 Students.

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, i.e. Student's 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

PAC: Personal Access Code – DuckWeb password. A students receives their PAC in their admission letter from the university. If a student has lost or forgotten their PAC, instructions for resetting are available at https://registrar.uoregon.edu/current-students/duckweb/resetting-your-pac.

RO: Registrar's Office – The Registrar's Office 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.

SOC: Statement of Completion – submitting via GradWeb by department staff to certify that graduating students have met all departmental degree requirements.

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 – 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.

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