

# Grad Partners Meeting Winter 2023

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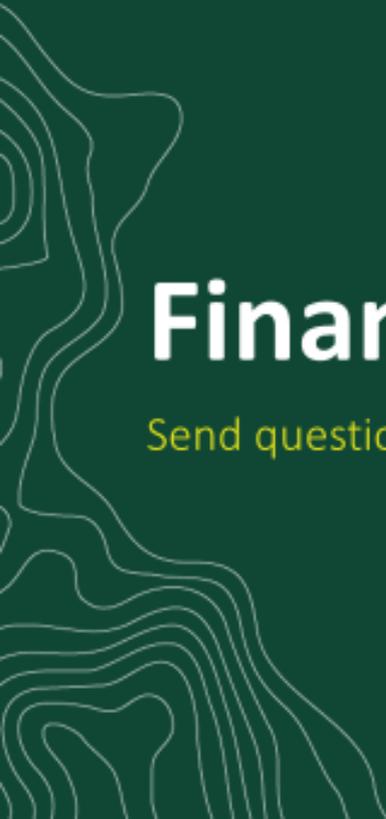


# Staffing Updates

## **Graduate Studies Coordinator Position**

- Chris Jones – no longer at UO
- Gina Thomason Allen – new in the position





# Finance

Send questions to Srithip Prime (she/her) at [srithips@uoregon.edu](mailto:srithips@uoregon.edu)



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# GE Contracts and ePRF Process

- **Spring 2023 GE Contracts**

- **Upcoming Trainings/Refreshers**

1. *General Review of Hiring Practices (March 21, 10-12pm)*
2. *How-to from the Beginning with ePRFs (March 28, 10-12pm)*
3. *Summer ePRFs (April 11, 10-11:30am)*
4. *Academic Year ePRFs (June 6, 10-11:30am)*

For more info and to sign up: <https://forms.office.com/r/8isjK3NjjY>





# Academic Policy Updates

Send questions to Jered Nagel (he/him) at [jnagel@uoregon.edu](mailto:jnagel@uoregon.edu)



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# Doctoral Oral Defense Process

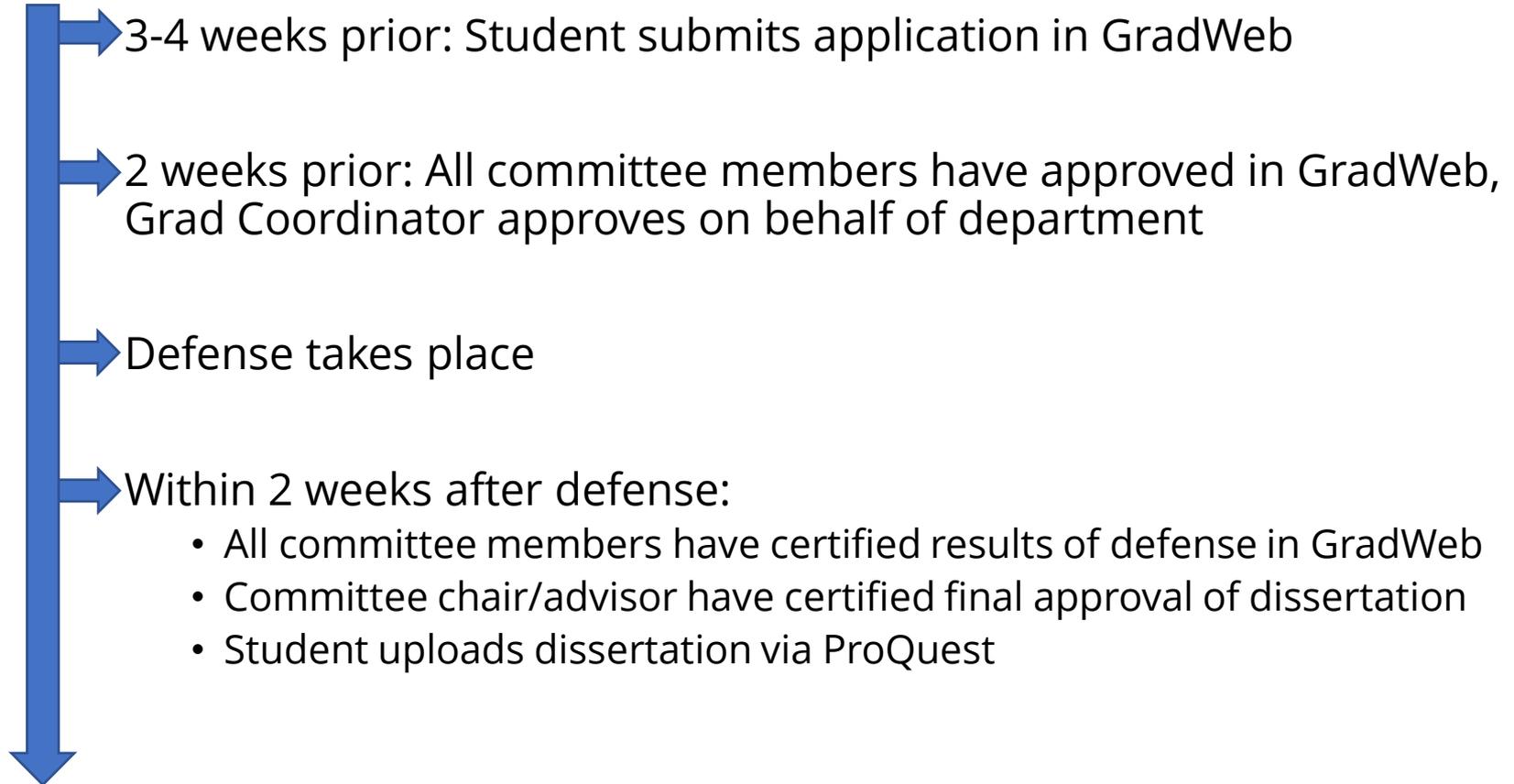
## Reminders:

- Fully remote defenses allowed (permanent policy change)
- No physical signatures required
  - Committee members log back in to GradWeb within 2 weeks after defense to certify successful defense; delegate any remaining revisions to committee chair
  - Committee chair (and advisor, if applicable) logs in within 2 weeks after defense to certify they have approved final version of the dissertation
- Deadlines
  - Complete application due **2 weeks prior to defense**
  - Approved dissertation due to GS **2 weeks after defense**

<https://graduatestudies.uoregon.edu/academics/policies/doctoral/oral-defense-procedures>



# Doctoral Oral Defense Process



# Incomplete Policy – Summary of Changes

- Eligibility criteria clarified
- Centralized process for students to request Incompletes
- Incomplete contract form now required
- After one year, the Incomplete will change to the “default grade” – the grade that the student would have received if given no credit for the missing work

# Incomplete Policy

- A grade of "**I**" (**Incomplete**) represents an agreement between an instructor and a student to extend the deadline for coursework completion. Incompletes shall be granted when the instructor determines that the student meets **all the following criteria**. The student:
  - has been making satisfactory progress on coursework as determined by the criteria in the syllabus;
  - has been active in the course;
  - is unable to complete a portion of the course requirements due to extenuating circumstances beyond their control that occurred after the last day to drop a class (End of Week 7 of Fall/Winter/Spring terms; variable dates for summer courses);
  - is able to independently complete the remaining requirements without attending additional classes beyond the term or receiving additional instruction; and
  - requests an Incomplete by the published deadline

# Incomplete Policy

- If additional class attendance or instruction is required to complete course requirements, the instructor shall not issue an Incomplete.
- Lack of engagement, poor performance, or a desire to repeat the course are unacceptable reasons for issuance of the “I” mark.
- Instructors shall provide to the student access to course materials necessary to complete the missing work. Access to the Canvas site for the course can be requested [here](#) (click option to “Grant student access for Incomplete”) if needed.
- Incomplete grades can only be granted by instructors and instructors are under no obligation to grant students an incomplete grade if in their judgment the criteria stated above are not met.
- An Incomplete shall not be recorded by the instructor unless a contract between the instructor and student has been completed and filed appropriately.

# Incomplete Policy

- Incomplete requests are student initiated
- Available to students starting Monday of week 8 in Fall, Winter, and Spring terms
- Based on the criteria that a student must be successful and engaged through week 7 (withdrawal conversation prior to week 7)
- Where students find the form:
  - <https://registrar.uoregon.edu/current-students/incomplete-policy>
  - <https://registrar.uoregon.edu/forms>
- Deadline for students to submit the request is the Friday of Finals Week at 5 p.m.
- Deadline for instructors to submit decisions and agreements is the grading deadline.

# Incomplete Policy

- **If not an Incomplete, then what?**
- If the student misses the deadline to request an Incomplete, or the instructor determines that the criteria are not met:
  - Enter the grade earned - include zero(s) for items not completed
  - Instructors can change grades for up to 1 year or until the student graduates, whichever occurs first

# 602: Supervised College Teaching

*Effective Fall 2023, this course number will be eliminated*

Options for programs that currently use 602:

- a) 602 as a pedagogy course: Regularize the course through UOCC
- b) 602 as individualized study working 1-on-1 with faculty: Consider using 605
- c) 602 as a means of compensating graduate students for teaching: Eliminate this practice because it is not in keeping with current CBA; student must be hired as a GE if performing teaching duties

# Scholarships & Awards

Send questions to Paolo Daniele (he/him) at [pdaniele@uoregon.edu](mailto:pdaniele@uoregon.edu)



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# Scholarships & Awards

- **Most awards have March 1 deadline**
  - Apply via UO Scholarship Dashboard (except Sylff)
  - Must complete the General Application first
- **Dissertation Fellowships:**
  - Each program may nominate one PhD student
  - Students must apply by 3/1; depts must select nominees prior to then
- **Sylff Fellowship:**
  - Application process managed by OSU this year
  - Application deadline is May 2
  - Each program may nominate one doctoral student



# Scholarships & Awards

## ~~Gary Smith~~ Summer Professional Development Graduate Scholarship

- No longer just for summer!
- Apps accepted on a rolling basis all year
- Up to \$3,000 for professional development expenses

## Kimble First-Year Teaching Award

- Two \$500 awards:
  - 1<sup>st</sup> time lab/discussion leader
  - 1<sup>st</sup> time sole instructor
- Deadline: June 30



# Graduate Education Excellence Awards

[Nominations due April 14, 2023](#)

*Nominations accepted from staff, faculty and/or students*

- Excellence Award for Outstanding Graduate Mentorship
- Excellence Award for Directors of Graduate Studies
- Excellence Award for Graduate Coordinators



# Writing Resources

Send questions to Paolo Daniele (he/him) at [pdaniele@uoregon.edu](mailto:pdaniele@uoregon.edu)



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## Writing Circles @ Graduate Student Center

- Mondays 3pm-5pm
- Tuesdays 2pm-4pm
- Wednesdays 1pm-4pm
- Thursdays 10am-1pm
- Thursdays 2pm-4pm Parent Writing Group
- Thursdays 2pm-5pm

!! wow this is new, y'all!!

## 1-to-1 Coaching Sessions for Students in Their Last Year of Dissertation

FREE Connect with Alexa at [aweinst6@uoregon.edu](mailto:aweinst6@uoregon.edu).

## Coaching & Developmental Editing

FREE To request a consult, email Michael at [mmurashi@uoregon.edu](mailto:mmurashi@uoregon.edu).



# Professional Development

Send questions to Paolo Daniele (he/him) at [pdaniele@uoregon.edu](mailto:pdaniele@uoregon.edu)



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# Professional Development Resources Locations

- **LinkedIn:** look for "University of Oregon Division of Graduate Studies"
- **Website:** [graduatestudies.uoregon.edu/professional-development/opportunities](https://graduatestudies.uoregon.edu/professional-development/opportunities)
- **X-campus/off-campus events:** [bit.ly/grad-prodev](https://bit.ly/grad-prodev)
- **IDP's, career exploration:** [graduatestudies.uoregon.edu/professional-development/resources](https://graduatestudies.uoregon.edu/professional-development/resources)

Resources coming soon:

- LinkedIn Learning: curated professional development coursework
- How-to or Guides for poster, 3MT and panel presentations

# Upcoming Events at the UO

- **Applying for External Funding Webinar Series for Graduate Students - Beginner - Why Apply for Research Funding and How to Find It** (remote, February 24, 2023, 12:00pm)
- **Public Speaking Skills: Increasing your Confidence and Effectiveness** (EMU 047, February 27, 2023, 3:00pm)
- **Focused Cover Letters for Graduate Students** (remote, March 2, 2023, 1:00pm)
- **Applying for External Funding Webinar Series for Graduate Students - Intermediate - How to Apply for External Funding** (remote, March 3, 2023, 12:00pm)
- **Applying for External Funding Webinar Series for Graduate Students - Advanced - How to Read Requests for Proposals and Write a Strong Proposal** (remote, March 10, 2023, 12:00pm)

# Upcoming External Events

- **Embracing Entrepreneurship: From English Professor to Shark Tank**  
(remote, March 15, 2023, 2:00pm)
- **Navigating Non-Linear Career Paths** (remote, March 29, 12:00pm)

And more at [bit.ly/grad-prodev](https://bit.ly/grad-prodev)

# Collaborations Welcome!

- X-department networking events
- Panel practice sessions
- Alumni connections

Email [pdaniele@uoregon.edu](mailto:pdaniele@uoregon.edu)



# Diversity + Inclusion

Send questions, concerns, joys to tia north (*she/they*) at [deigradstudies@uoregon.edu](mailto:deigradstudies@uoregon.edu)



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# Resources + Support



**Emrakeb Woldearegay**  
Family GE (*she*)  
[familyge@uoregon.edu](mailto:familyge@uoregon.edu)



**Kaito Novais**  
Diversity GE (*he*)  
[giversity@uoregon.edu](mailto:giversity@uoregon.edu)

## **Division GEs are here to help your grads!**

Kaito and Emra can help your grads to find community, navigate resources, develop leadership, and more!

## **Promising Scholars Award**

*Mahalo nui loa!* Expect Round 2 notifications by Friday, March 3rd at the end of day

## **Grad Student Assistance Fund**

*Funds still available* for childcare, medical issue, + new child. Send grads [here](#).



# Connecting Your Students Across Programs

## Upcoming Events

### gradFAMILIES Video Game + Pizza Night

March 3 from 6-9p at the Spencer View Apartments

### gradCONNECT Open Mic Poetry Reading

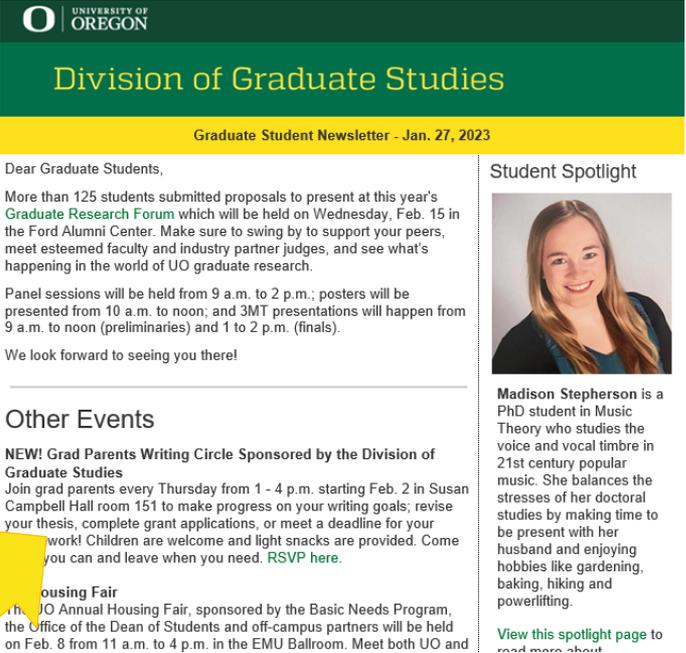
March 16 from 3-5p at Falling Sky (1334 Oak Alley)

### gradFAMILIES Night at the Museum

April 27 from 6-9p at the Museum of Natural and Cultural History

## Refer students to DGS newsletter

To minimize the # of emails going to students, we'll funnel important diversity resources and events to this bimonthly newsletter



**UNIVERSITY OF OREGON**

## Division of Graduate Studies

Graduate Student Newsletter - Jan. 27, 2023

Dear Graduate Students,

More than 125 students submitted proposals to present at this year's **Graduate Research Forum** which will be held on Wednesday, Feb. 15 in the Ford Alumni Center. Make sure to swing by to support your peers, meet esteemed faculty and industry partner judges, and see what's happening in the world of UO graduate research.

Panel sessions will be held from 9 a.m. to 2 p.m.; posters will be presented from 10 a.m. to noon; and 3MT presentations will happen from 9 a.m. to noon (preliminaries) and 1 to 2 p.m. (finals).

We look forward to seeing you there!

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### Other Events

**NEW! Grad Parents Writing Circle Sponsored by the Division of Graduate Studies**  
Join grad parents every Thursday from 1 - 4 p.m. starting Feb. 2 in Susan Campbell Hall room 151 to make progress on your writing goals; revise your thesis, complete grant applications, or meet a deadline for your work! Children are welcome and light snacks are provided. Come when you can and leave when you need. [RSVP here.](#)

**Housing Fair**  
The UO Annual Housing Fair, sponsored by the Basic Needs Program, the Office of the Dean of Students and off-campus partners will be held on Feb. 8 from 11 a.m. to 4 p.m. in the EMU Ballroom. Meet both UO and

### Student Spotlight



**Madison Stepherson** is a PhD student in Music Theory who studies the voice and vocal timbre in 21st century popular music. She balances the stresses of her doctoral studies by making time to be present with her husband and enjoying hobbies like gardening, baking, hiking and powerlifting.

[View this spotlight page to read more about](#)





# Admissions

Send questions to Hannah Schneider-Lynch (she/her) at [hslynch@uoregon.edu](mailto:hslynch@uoregon.edu)



Division of  
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# Top-Off and Campus Visit Funds - Update

- **Campus Visit Support for Doctoral Applicants**
  - \$2,000 still available, then will close requests for the year.
- **Top-Off Recruitment Support for Doctoral Applicants**
  - Maximum reached, still accepting waitlist applications to reallocate to if applicants decline.
  - Up to \$4000 max per program
  - Apply via [Qualtrics survey](#)

# User Support: Slate for Graduate Admissions

- **Staff:**  
[Admissions Handbook for Program Staff](#)  
[Admissions Videos for Program Staff](#)
- **Faculty:**  
[Slate Faculty Reader Guide](#)  
[Slate Faculty Review Video](#)
- **Office Hours:** *Stop by to ask a question! Drop in any day, any time during the hours listed below.*  
[Join via Zoom.](#)  
Winter hours:  
Tuesdays, 9-9:45am, January 10 - March 21  
Thursdays, 4-4:45pm, January 12 - March 23

# Frequently Asked Admissions Questions

***We recommended <Applicant Name> for admission and they don't see the link to respond to their offer of admission in Slate. What's going on?***

The applicant is still being reviewed for admission by the Division. They will be able to respond to their offer when they receive an email titled "Your Decision Status Has Been Updated" from [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu). We review applications within 1-10 business days.

# Frequently Asked Admissions Questions

## ***Why is <Applicant Name> in the Pending - Program Approval bin?***

DGS staff move applicants to this bin if there are one or both issues with the application described below.

1. Applicant is a non-native speaker of English and has not met our English Proficiency Requirement.
2. The applicant already has earned the same degree at another institution.

## ***How do I know which issue (1 and/or 2) a particular applicant has?***

Navigate to the bin, open the application and add it to your queue. Open the review form and it will populate with information about what is wrong and your options.

## ***What steps do I need to take?***

Review steps in our [Admissions Handbook](#) in the "Admission Petitions to the Division" section.

# Frequently Asked Admissions Questions

## ***What is the current official transcript policy?***

Applicants who accept their offer of admission and matriculate must submit official transcripts from all colleges or universities from which they received a bachelor's degree or higher.

## ***<Applicant Name> is worried about their ability to submit official transcripts from their (international) institution. What can we do?***

The applicant should contact Lesley Yates-Pollard ([lesleyyp@uoregon.edu](mailto:lesleyyp@uoregon.edu)) to discuss their situation and, if appropriate, Lesley will grant a credential exception.

# INT'L GRAD PROCESS

**Becky Crabtree**

International Student & Scholar Services

Division of Global Engagement, Oregon Hall

## STEP I: ADMISSION NOTIFICATION

- Receive notification of admission from DGS
- Send welcome email
  - Link to Financial Documentation for Intl GR Students
  - Link to Pre-Arrival Checklist - consolidated ISSS and DGS steps
  - Link: <https://graduatestudies.uoregon.edu/admissions/new-students-orientations/admitted-students>

## STEP 2: FINANCIALS

- Receive Personal Information & Financial Verification Form
  - Submit via int'l student portal (iConnect) or via email
  - Financials only required for students applying for F-1 or J-1 visa
  - GE's – just need to submit department acceptance/award letter
- Link: <https://iss.uoregon.edu/financial-documentation-international-graduate-students>

## STEP 3: VISA PROCESS

- Issue I-20s (for visa appointment) only after evidence of financial resources/funding for one year is received
- US transfers - receive SEVIS transfer instructions
- I-20s are now sent electronically – no more Fed Ex shipments!
  - Exception - DS-2019s for J-1 visa must be sent via Fed Ex
- US Embassies are almost fully re-opened
  - Iranians must travel to third country to apply for visa

## STEP 4: ARRIVAL & ORIENTATION

- Arrival to US must be within 30 days of start of term
- International Student Orientation – in-person but not required
  - Collaborate with DGS
  - Link: <https://iss.uoregon.edu/iso>

Questions?

