Welcome to the Graduate Coordinators and Graduate Staff Orientation

Day 1

Monday, September 14, 2015

Day 2

Friday, September 25, 2015
Agenda for the Morning

• Welcome & Overview of Graduate Education
• Who’s Who and What We Do in the Graduate School
• Graduate Student Services for Underrepresented Minorities
• Recruitment and Outreach Services from International Outreach
• Admissions and Conditional Admissions Processes
• What You Need to Know When Working with International Students
• The Registrar’s Office
• Break

• Graduate School Funding and the New and Improved Graduate School Tracking Program (GSTP)
• Graduate Information Management System (GIMS)
• Professional Development Opportunities for Students
• Academic Personnel -- Registration, Tuition Waivers, Graduate Assistants and Fellowships
• ETD, Curriculum and Graduate Catalog
• Petitions and Graduate Academic Programs
• Degree Certification, Transfer of Credits, and Credential Holds
• Closing and Questions
Overview of Graduate Education at UF

R. Paul Duncan, Ph.D.
Senior Associate Dean, The Graduate School
Areas of focus for graduate education

- Recruitment
- Enrollment
- Academic Progress
- Completion
- Help with Job Placement
Role of College/Academic Unit

Responsibility for daily operations of graduate programs is vested in the individual colleges, schools, divisions, and departments.

Most colleges have an associate dean or other administrator who is directly responsible for graduate study.
Roles in Graduate Education

**Graduate School**
- Uphold standards of graduate work at UF
- Coordinate graduate programs of the academic units
- Evaluate, oversee, and verify all degree requirements
- Provide funding, outreach, data, and professional development

**Graduate Program**
- Provide clear guidelines for satisfactory progress
- Provide vital degree program information
- Advise and guide students throughout degree program
- Provide opportunities to find post-degree employment

**Students**
- Take responsibility for their own graduate program
- Become responsible producers of knowledge
- Actively pursue professional development

Students take responsibility for their own graduate program, become responsible producers of knowledge, and actively pursue professional development. Graduate programs provide clear guidelines for satisfactory progress, vital degree program information, advise and guide students throughout the degree program, and provide opportunities to find post-degree employment. Graduate schools uphold standards of graduate work at UF, coordinate graduate programs of the academic units, evaluate, oversee, and verify all degree requirements, and provide funding, outreach, data, and professional development.
Graduate Coordinator

- Role varies by academic unit
- Advises students
- Oversees the degree program
- Ensures compliance with all university regulations
Graduate Staff

Monitors student’s academic progress

Administers assistantships & fellowships

Role varies by academic unit

Student’s “best friend” for academic issues

First contact with questions

Registers students
Graduate Program Coordinator and Staff Responsibilities

- Finalize admission qualifications of the student
- Document the supervisory committee
- Assure the presence of a program of study
- Process the appropriate forms
Graduate Education Updates
Topics 2015

- Data Management Changes
- Graduate School Tracking Program (GSTP)
- Graduate Faculty Status at UF
- Graduate Certificates
- GAU Agreement – Responsibility for Hiring GAs
- Petitions
Data Management Changes

- Currently searching for an Associate Director, Research Programs Services

Responsible for the Data Management unit within the Graduate School to include the management, technical direction, administrative direction, project coordination, evaluation and research related to graduate education, and the Graduate School Information Management and Data system (GIMS).
Graduate School Tracking Program (GSTP)

- Moved to GIMS with enhanced features
- More specifics from Susan Morris’ presentation
Graduate Faculty Status at UF

For full time tenured or tenure accruing faculty appointments in bargaining unit colleges, appointment to the Graduate Faculty will effectively coincide with appointment to the faculty.

Graduate Council, October 30, 2014 Meeting Minutes
Graduate Certificates

- Formal UF academic credential
- Admissions office has created and implemented admission process
- Submit new/change for certificate proposals via Approval.ufl.edu

Graduate Certificate Policy
GAU Agreement

- Agreement with GAU in place (2014-2017)
- Raises
- Responsibility when hiring Graduate Assistants

Graduate Assistants United Agreement
Petitions

- Petitions come from Academic Units on behalf of student
- Only for rare situations
- Preferred delivery mechanism is by email to GraduateSchoolPetitions@aa.ufl.edu
- Pilot Program – New Form
- Planned – a process for petitions through GIMS
Who’s Who and What We Do in the Graduate School

Rhonda S. Moraca, Ph.D.
Assistant Dean for Administration
Graduate School Organization

Administration

- Graduate Minority Programs
- Graduate Professional Development
- Graduate International Outreach
- Editorial Services
- Data Management
- Graduate Records

Division of Graduate Student Affairs
Data Management

Responsibilities

- GIMS
- Graduate Faculty Appointments
- Program Performance Indicators
- Website

TBD, Associate Director

- Curtis Clark, Application Programmer 2
- Arun Kasala, MS, MTech Application Developer Analyst 3
- Akhilesh Raperthy, MS Application Developer Analyst 2
- Jodi Slapcinsky, MS Statistical Analyst
Editorial Office

Key Responsibilities

- Publishes the Graduate Catalog
- Coordinates Graduate Curriculum
- Reviews thesis and dissertation format

Stacy Wallace, Assistant Director

- Lisa De LaCure Thesis/Dissertation Editor
- Caroline Lentz Catalog/Curriculum Coordinator
- Anna Pardo Thesis/Dissertation Editor
Graduate Records

Key Responsibilities

Gann Enholm, Assistant Director

Viki Solt Lead Program Assistant
Teresa Geer Program Assistant
Bobby Parker Program Assistant
Gregg Campbell Program Assistant
Amy Abernathy, Ph.D. Program Assistant
Graduate International Outreach

Key Responsibilities

Facilitates international engagement
Supports the outreach and recruitment
Develop relationships international agencies and institutions

Key Personnel

Emilia Hodge, PhD
Graduate Education Outreach Director

Matthew Mitterko, MA
Associate Director
Graduate Minority Programs

Key Responsibilities

- Facilitates Recruitment, Retention, Graduation for URM
- Liaison for Academic Units
- Fall Campus Visitation
- BOE & GS Info Day
- Funding

Tyisha Hathorn, PhD
Director, Graduate Minority Programs

Erin D. Rice, MS
Coordinator, Office of Graduate Minority Programs

Sarah Perry
Executive Secretary

Britney Sheffield
Graduate Assistant
Graduate Professional Development

Key Responsibilities

Key Personnel

Katie A. Indarawis, PhD
Associate Director,

Bradley Osburn
Program Assistant
Graduate Student Services for Underrepresented Minorities

Office of Graduate Minority Programs (OGMP)

Tyisha Hathorn, PhD
Director
The Office of Graduate Minority Programs (OGMP) was established in 1984.
The ladies of the house, the rulers of the land
OGMP staff

Sarah Perry
Executive Secretary

Britney Sheffield
Graduate Assistant

Erin Rice
Program Coordinator
OGMP Funding Opportunities

- McNair Graduate Assistantship
- Bridge to the Doctorate (NSF)
- FAMU Feeder Fellowship
- UF/SFC Faculty Development Project
- McKnight Doctoral Fellowship

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
McNair Graduate Assistantship

- New enrolled McNair scholars
  - One year assistantship
    - $13,000 stipend
    - In-state tuition, fees and health insurance
    - Graduate application fee waiver
  - Students are required to engage in research
  - Applications are due to OGMP by Feb 15th

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
FAMU Feeder Fellowship

• FAMU students Feeder eligible enter a UF doctoral program
• Receive:
  • $13,000 stipend/year for 3 years
  • In-state tuition, fees, health insurance
  • Graduate application fee waiver
• Applications are due to OGMP by Feb 15th

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
McKNIGHT DOCTORAL FELLOWSHIP PROGRAM
IN THE ARTS AND SCIENCES, MATHEMATICS, BUSINESS AND ENGINEERING

McKnight Doctoral Fellowships provide full tuition or up to $5,000 per year plus an annual stipend of $12,000 for students pursuing Ph.D. degrees at the following universities in the State of Florida:

Florida Agricultural and Mechanical University  University of Central Florida  Florida Atlantic University
University of Florida
Florida Institute of Technology  University of Miami
Florida International University  University of South Florida  Florida State University

PURPOSE: The McKnight Doctoral Fellowship Program is designed to address the underrepresentation of African American and Hispanic faculty at colleges and universities in the State of Florida by increasing the pool of citizens qualified with Ph.D. degrees to teach at the college and university levels.

ELIGIBLE FIELDS OF STUDY: Eligible fields of study include any field in the Arts and Sciences, Business, Engineering, Health Sciences, Nursing, or the Visual and Performing Arts.

Fellowships are especially encouraged in, but not limited to, the following disciplines:

Agriculture  Computer Science  Mathematics
Biology  Engineering  Physics
Business Administration  Marine Biology  Psychology
Chemistry

APPLICATION DEADLINE: Applications must be postmarked no later than January 15th of each year.
OGMP assists departments in the recruitment of under-represented minority PhD students

- Campus Visitation Program (CVP)
- National Name Exchange
- Graduate Candidate Identification System
- Diversity Enhancement
- Board of Education (BOE) Summer Fellowship Program

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
Campus Visitation Program (October 29\textsuperscript{th}-30\textsuperscript{th})

- Underrepresented students eligible for enrollment for Fall 2016
  - Departments must indicate which applicants they would be interested in enrolling
  - Application deadline is September 14th
- Two Day event
  Day 1
  - Overview of UF
  - Funding
  - Preparation to talk with people in their prospective departments
  Day 2
  - Meeting faculty and students
- Application fee waiver
- Lodging, some meals and travel reimbursement of up to $500

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
Diversity Enhancement

- Available to assist departments in recruiting highly sought after URM students
- Use to provide a more competitive stipend
- Applied for by the department during the recruitment process
- Up to $5,000/year for fours
- Must be accompanied with departmental support
  - Cannot be awarded in conjunction with a Graduate School fellowship.

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
Board of Education Summer Fellowship

The Board of Education (BOE) Summer Fellowship Program welcomes incoming URM-PhD students to graduate education by providing the following:

- $3500 stipend
- Four credit hours
- Assistance with securing housing
- $100 Gator Dining card for peer mentoring meetings
- Professional Development
- Community Service activities
- Team Building Activities
- Noncredit Courses:
  - Research methods
  - Academic writing

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
Supplemental Support

- Doctoral Completion:
  - Auzenne Dissertation Award
  - Supplemental Tuition Award
- Travel Awards:
  - Doctoral Research Travel Award
  - PhD Travel Support

http://graduateschool.ufl.edu/student-life-and-support/diversity-programs
Things to remember

Make minority students aware of
• Application fee waivers for former McNair Scholars, FAMU feeders and CVP participants
• Campus Visitation (October 29^{th}-30^{th})
• McKnight Doctoral Fellowship
  • Deadline: January 15th, 2016
• Board of Education Summer Program
  • Deadline: May 1^{st}, 2016

Contact: Tyisha Hathorn thathorn@ufl.edu (352) 392-8364
RECRUITMENT AND OUTREACH SERVICES FROM THE OFFICE OF GRADUATE INTERNATIONAL OUTREACH (OGIO)

Emilia Hodge, Director of Graduate Education Outreach
emhodge@aa.ufl.edu
352-392-7865

Matt Mitterko, Associate Director, Graduate International Outreach
mmitterko@aa.ufl.edu
352-392-0098
OGIO OBJECTIVES

- **Support Departments’ International Recruitment Efforts**
- **Leverage Existing Resources for International Student Support and Engagement Across Campus**
- **Promote International Engagement and Other Opportunities for Current Students**
SUPPORT DEPARTMENTS’ INTERNATIONAL RECRUITMENT EFFORTS

• ADMISSIONS COORDINATION FOR SPONSORED AND OTHER STUDENTS

• DEVELOPMENT OF INTERNATIONAL RECRUITMENT TOOLS

• ASSIST WITH IDENTIFICATION OF STUDENT FUNDING SOURCES

• SUPPORT FOR COLLABORATIVE DEGREE PROGRAMS

• SUPPORT CROSS-CAMPUS NETWORKING FOR GRADUATE STUDENT RECRUITMENT (INTERNATIONAL OUTREACH ADVISORY COUNCIL – IOAC)

• ENGAGEMENT IN RECRUITMENT TRAVEL
INTERNATIONAL OUTREACH PARTNERS

Alumni

Foreign Institutions

Sponsoring Agencies (e.g. Fulbright)

English Language Institute

Graduate Programs

International Center

Admissions
ADMISSIONS COORDINATION

• COORDINATE ADMISSION PROCESSING WITH VARIOUS UNITS
  • Verify credentials, obtain supporting materials, clarify terms/conditions
  • International Center
  • Office of Admissions
  • Graduate Programs

• COLLABORATE WITH SPONSORING AGENCIES

• COMMUNICATE WITH AGENCIES (E.G. US EMBASSY OR FULBRIGHT COMMISSION) ABOUT PROSPECTIVE STUDENTS AND TARGETED DEGREE OPPORTUNITIES

• WORK WITH PLACEMENT OFFICERS TO MATCH STUDENT TO DEPARTMENT
INTERNATIONAL RECRUITMENT TOOLS

AGGREGATE AND CATALOG AVAILABLE RESOURCES TO RECRUIT AND RETAIN INTERNATIONAL STUDENTS (OGIO WEBSITE)

- Funding to cost-share (e.g. LAC Scholarship program, Fulbright)
- Enrollment Management/Strategic Admissions Planning

PROVIDE MARKETING MATERIALS FOR GENERAL USE

- Recruitment brochure
- PowerPoint presentation
INTERNATIONAL STUDENT FUNDING

LAC SCHOLARSHIP

• Created by FL State Statute
• Non-resident tuition waiver to recipient of $500 or more scholarship from state or federal funds

http://www.ufic.ufl.edu/iss/LACScholarship.html

LINKAGE INSTITUTES

• Institutes housed in institutions across Florida
• Student must apply to institute for non-resident tuition waiver
• Must show contribution between Florida and home country
• Institutes for Brazil, Canada, Caribbean, China, Costa Rica, Eastern Europe, Israel, Japan, Mexico, and West Africa

FULBRIGHT NON-RESIDENT TUITION WAIVER
SUPPORT FOR COLLABORATIVE DEGREE PROGRAMS

GRADUATE SCHOOL SUPPORT FOR DEVELOPING DEGREE PROGRAMS WITH FOREIGN INSTITUTIONS (E.G. DUAL DEGREE PROGRAMS)

CONSULT ON STUDENT MOBILITY WITH FOREIGN INSTITUTIONS (E.G. CERTIFICATE PROGRAMS)
CROSS-CAMPUS INTERNATIONAL RECRUITMENT NETWORK

INTERNATIONAL OUTREACH ADVISORY COUNCIL (IOAC)

• First meeting in spring 2014; comprised of faculty and staff interested in recruitment of international students
• Venue for networking/sharing outreach & recruitment initiatives/opportunities
• Fall meeting: Nov. 12, 10:00, UFIC large conference room

COLLABORATIVE RECRUITMENT TRAVEL WITH ADMISSIONS, COLLEGES, & ELI

• Face to face: Recruitment fairs and University visits in Asia & South America
• Internet: Webinars, SKYPE
LEVERAGE EXISTING RESOURCES FOR INTERNATIONAL STUDENT SUPPORT AND ENGAGEMENT ACROSS CAMPUS

• **UF INTERNATIONAL INITIATIVES TEAM (UFIIT)**
  - interdisciplinary group; over 15 departments/units
  - (CWC, UFIC, CRC, Housing and Graduate Education, Graduate School, UFPD, Student Legal Services)
  - collaborating together to support international students & UF globalization efforts

• **INTERNATIONAL GRADUATE STUDENT ADVISORY BOARD (IGSAB)**
  - another voice for international graduate students
  - opportunity for development of leadership skills
PROMOTE INTERNATIONAL ENGAGEMENT AND OTHER OPPORTUNITIES FOR CURRENT STUDENTS

NEW STUDENTS:
NEW GRADUATE STUDENT ORIENTATION

CURRENT STUDENTS
• Three Minute Thesis Competition (3MT) (March 2016)
• Doctoral student opportunity for teaching abroad
• Doctoral student Research Abroad Graduate Experience (RAGS)
PROMOTE INTERNATIONAL ENGAGEMENT AND OTHER OPPORTUNITIES

UPCOMING SESSIONS:
• *International student information & global engagement opportunities* on Sept. 25\textsuperscript{th}

*International Education Week*
• *Sponsored student recruitment workshop for faculty and staff*, on November 17\textsuperscript{th}, 1:00 PM, UFIC large conference room

• *Graduate Student Opportunities for International Engagement*, on November 19\textsuperscript{th}, 12:00 PM, UFIC large conference room
Admissions and Conditional Admissions Processes

Rick Bryant
Sr. Associate Director of Admissions

Matthew Mitterko, Associate Director, Graduate International Outreach
Admission Processes

Rick Bryant
Sr. Associate Director of Admissions
September 14, 2015
<table>
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<td>8446</td>
<td>3520</td>
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</tbody>
</table>
Admission Process

• Applicant views department web site or requests info from department
• Applicant applies online and receives e-mail verification that application has been received
• Application downloads to the Office of Admissions and the department’s E-Referral browse-usually around 48 hrs
• Applicant sends official transcripts & test scores to Office of Admissions
• Department codes decision or requests a Review of the file on their E-Referral departmental browse
Why Choose Review?

- Clear GPA, conduct and fee issues for domestic applicants when present
- Enhance the capability of the International Credential Review staff by focusing their limited resources on international applicants who are highly competitive for admission
- System will automatically default if a review is required and the department moves forward with an admit request
Review and International Applicants

• Request a review if applicant appears to be competitive and applicant has or is earning an international degree.

• Admissions will review file. If the degree is deemed equivalent to a U.S. bachelor’s degree the file will be returned so the department can move forward with their decision.

• If the international credentials are not equivalent to a U.S. bachelor’s degree, the department will be notified and will need Graduate School approval to move forward.

• Please don’t place all of your international applicants out for review as that defeats the purpose of the system.
Requirements for Admission
-Domestic Applicant

- Recognized baccalaureate or graduate degree (or international equivalent)
- GPA of 3.0
- GRE, GMAT, or MAT score that is acceptable to the student’s intended program. FE score is accepted by the College of Engineering
  - If GRE is presented a minimum verbal of 320
  - If GMAT is presented a minimum composite of 465

NOTE - applicants who fail to meet these requirements require College Dean (if applicable) and Graduate School approval to be admitted
Requirements for Admission

-International Applicant

- Recognized baccalaureate or graduate degree (or international equivalent)
- GPA of 3.0
- GRE, GMAT or MAT composite scores that are acceptable to the student’s intended program
  - If GRE is presented minimum verbal is 320
  - If GMAT is presented minimum composite is 465
- TOEFL – 80 for the online version or 550 for paper
  - IELTS, MELAB, UF English Language Institute alternatives accepted
  - Minimum IELTS=6, MELAB=77

NOTE - applicants who fail to meet these requirements require College Dean (if applicable) and Graduate School approval to be admitted
Questions?

- CONTACT:
- Office for Graduate Processing
- OURGRADPRO@ad.ufl.edu
- 392-1365
MANAGING CONDITIONAL ADMITS

Matt Mitterko - Associate Director, Graduate International Outreach
CONDITIONAL ADMISSION EXPLAINED

• Granted to an applicant who does not currently meet minimum general graduate admissions requirements, but meets program-level admissions standards
• Conditional Admission may be granted upon sufficient justification
• College Dean and Graduate School approval required
COMMON CONDITIONAL ADMISSION REQUESTS

• Undergraduate GPA below 3.0
• Missing official test scores/transcripts
• Language Test/GRE scores below English Language requirement
• ELI Conditional Admission – applicant to pursue language study prior to enrollment as graduate student
**UNDERGRADUATE GPA BELOW 3.0**

**Justification**
Requires evidence of academic potential from other measures
- Letters of recommendation/Departmental support
- Relevant work/industry experience
- Prior advanced degree

**Conditions**
Graduate program notification -- If admitted, applicant must finish first semester with at least 3.0 GPA (no I, U or W grades) to enroll in future terms
Justification
Requires information indicating reason for delay of test scores or transcripts, or submission of unofficial copy

Conditions
Registration hold placed on student’s record, if admitted
Graduate program notification -- applicants must have official score or credential electronically reported, or scanned (where approved)
APPLICANT DOES NOT MEET LANGUAGE TEST SCORE REQUIREMENT

• Applicant does not have a score above:
  • TOEFL (Paper-based): 550; (Internet-based): 80
  • IELTS: 6.0 overall score
  • Verbal GRE: 320/140 (old/new scores)

Justification
Graduate program has verified applicant’s language ability through other means and can document evidence of proficiency (e.g. Skype interview, writing sample and other communications)

Conditions
Graduate program notification not needed
Graduate program must provide student with adequate language coursework/resources to enable academic success

• Resources available at English Language Institute
  • http://www.eli.ufl.edu
  • Director: Megan Forbes, mforbes@eli.ufl.edu
ELI CONDITIONAL ADMISSION

• Available to sponsored international students who were selected via competitive process in home country; funding provided for language and degree study
• Applicants who do not meet Language Proficiency Requirement; may pursue language study at English Language Institute as admitted student
• Applicants may have no scores for language test or GRE

Justification
Graduate program must indicate that applicant already satisfies program-level academic standards

Conditions
Registration hold applied to student’s record, to be included in admission letter

Applicant will study full-time at ELI until:
1) applicant completes ELI program; or 2) applicant provides satisfactory test scores (IELTS/MELAB/TOEFL and GRE)
## How to Request Conditional Admission

1. **Select application for “Admit” in e-Referral**
   - Application automatically referred to Graduate School

2. **Submit justification for conditional admission request to Graduate School**
   - Obtain College level approval where appropriate

3. **Email notification sent from Graduate School to department**
   - File reviewed and admit decision archived in Graduate School records

4. **Once Graduate School decision is confirmed in e-Referral, letter of admission sent by graduate program to applicant**
   - Letters must include Graduate School and program/college conditions on student’s enrollment
QUESTIONS ABOUT CONDITIONAL ADMISSION?

Please contact:

Gregory Orloff, Office Manager
UF Graduate School
Orloff@ufl.edu
352-392-1558
What You Need to Know When Working with International Students

Mrs. Martine J. Angrand
Assistant Director & Advisor

Mrs. Candice DeBose-Tyson
International Student Advisor

Gordon Tapper, Coordinator and Senior Lecturer
University of Florida
International Center (UFIC)

International Student Services

Mrs. Martine J. Angrand
Assistant Director & Advisor

Mrs. Candice DeBose-Tyson
International Student Advisor
UFIC Departments

- ISS – International Student Services
- SAS – Study Abroad Service
- EVS – Exchange Visitor Services
- UAP – Undergraduate Academic Programs
- OGRE – Office for Global Research Engagement
International Student Services

Martine J. Angrand, Assistant Director
International Student Advisor
mangrand@ufic.ufl.edu
352-273-1502
F-1 International Student Advisors

• **A-J:** Ethel Porras – eporras@ufic.ufl.edu
• **K-L, R-V:** Steve Ghulamani – sghulamani@ufic.ufl.edu
• **M-Q:** Candice DeBose-Tyson – cdebose@ufic.ufl.edu
  (I-20 Processing Main Dept. Contact)
• **W-Z:** Martine J. Angrand – mangrand@ufic.ufl.edu
  (Assistant Director, ISS)

**ISS Director:** Debra Anderson – danderson@ufic.ufl.edu
Questions You Asked

• Funding/Scholarship Opportunities:  
  [http://ufic.ufl.edu/ISS/FinancialResources.html]
• I-20 Process: Immigration 101, Wednesday, 9/30/2015, 1:30pm-4:30pm (Pro 3 Series), HR Bldg, Rm 120
• Admission Notice: I-20 Processing and Visa
• English Language Options:  
  [http://ufic.ufl.edu/ISS/HelpfulLinks.html]
• International Student Arrival Requirements
  – Visa will only be issued within 120 days prior to start date
  – May enter US within the 30 days prior to start date
  – MUST Check In at UFIC immediately
Insurance/Immunization Requirements & Social Security

• **Insurance is MANDATORY for ALL UF Students**
  – A charge for the UF Plan will automatically go on Bursar record, 30 days before the semester begins, must be paid by fee payment deadline
  – Charge can be waived if student purchases other insurance that is ACA compliant; deadline for waiver same as fee payment deadline

• **Social Security Eligibility & Process**
  – Only for students who are employed
  – Requires an employment letter from the department and a letter of student’s legal status from UFIC
  – Take the letters, along with legal documents to SSA – only after being in the US at least 10 days
Admission Processes: The I-20

Candice DeBose-Tyson
International Student Advisor
cdebose@ufic.ufl.edu
352-273-1503
How to Identify an International Student

• Fields to look for in screen 7 boxed in red

• To identify student: UFID, Name, Birth Date

• Status must be ADMITTED for correct term

• RES A and NATN (foreign country) used to identify international students

• CCOL, MAJ, & COLF used to identify college, major and degree level

• State info/comments section may indicate a transfer student
GIMS (UFIC screen)

- Student is Admitted in screen 7 of student records
- Request I-20 for student in GIMS under the UFIC tab
- If applicable, input any financial award (i.e. Assistantship, Fellowship, Achievement Award)
GIMS (UFIC screen, continued)

- If you would like to pick up the I-20 to send it to the student when it is ready, input the contact person’s information.

  ![Contact Information Form]

- If you have questions about how to input information, contact Candice DeBose-Tyson at cdebose@ufic.ufl.edu.

- After the student’s I-20 is requested, you can access the student’s record periodically to check the status of the I-20.
Deferred vs. Re-admitted Students

• **Deferred Students**
  - Changed admission from one term to another, i.e. from Fall 2015 to Spring 2016
  - Have **not** attended the University of Florida before

• The department should inform Candice DeBose-Tyson at UFIC when their students defer their admission
Deferred vs. Re-admitted students continued

• **Re-admitted (Returning) Students**
  - Are current students or former students of the University of Florida that are re-admitted to the university.
  - If a current student is admitted to a new program or is beginning a new degree level, the student must go to the International Center in 170 HUB to request a new I-20. An International Student Advisors will process the new I-20.
  - If a former student is returning to UF, the department should send a copy of the admission letter to the International Center and note that the student is Re-admitted.

• Re-admitted (Returning) students should not be entered in GIMS
• The UFIC screen in GIMS is used only for **new** students
Academic Spoken English

- Gordon Tapper, Coordinator and Senior Lecturer
- gt@ufl.edu
- Yon 314
- [http://ase.ufl.edu](http://ase.ufl.edu) (monthly SPEAK test sign up and EAP course information.)
- 352 392-3286
Oral Proficiency in English requirement for ITAs

- Florida state law + UF Graduate Council policy.
- Not required for non-teaching ITAs or officially-English-speaking countries.
- TOEFL-IBT (Speaking) – 28+/30 or UF SPEAK – 55+/60
- Scores in GIMS or NERDC ("Science Reasoning.")
The Registrar's Office

Beckie Preston, Associate University Registrar
Certificates

• Creating new certificates
  • Department places in approval.ufl.edu
  • Graduate Council reviews and approves with begin date
  • Placed on UCC agenda
  • Provost approves
  • Office of University Registrar adds to approved list
• New application process effective for Spring 2016
  • For non-degree and degree-seeking participants
  • $30 application fee for each certificate sought
• SASS audits created for all certificates
• Admit security needed at department/college level
• Apply to receive certificate (same as degree process)
• Certify
  • Departments and/or colleges approve to award
Degree Certification

- CERTIFY
  - Requires specific security to access
  - Contact the Security Team at security@registrar.ufl.edu

- Graduate School Mid-Point deadline
  - Last day for departments/colleges to add student
  - Must contact Graduate School for consideration of any late adds after the mid-point

- Contact ourdegreeteam-L@lists.ufl.edu
  - Request training for new staff
  - Handle individual student issues
  - Handle security access issues to Certify
Degree Certification (continued)

- Workflow to certify candidates (generally)
  - department > college > Graduate School
- Several phases to certification
  - Preliminary Prep
    - Allows adds/deletes to degree file
  - Preliminary Certification
    - Allows adds/deletes to degree file
    - Commencement program created from this phase
  - Final Prep
    - Allows deletes to degree file
  - Final Certification
    - Tuesday after final grades deadline/commencement
Failing Grades – ‘E’ and ‘U’

- Failing grades can be based upon
  - Participation/attendance
  - Academics

- To assign failing grades, graders must answer three questions found in the grading system and on the new grade change form:
  - Did student ever participate or attend?
  - Did student stop participating or attending?
  - Did student complete the course and fail academically?

- Participation/Attendance failing grades can result in the return of Title IV financial aid
Failing Grades (continued)

• Need assistance?
  • recordsstaff@registrar.ufl.edu
  • Grades Help 352-294-2949

• Videos and training PowerPoints
  • ISISAdmin > Grades > Resources sub-folder
Grade Change Forms

- Audit Security Procedures
  - Two-color date stamp – date ordered
    - DO NOT make color copies
    - Must be used within 9 months of order date

- Original with color date stamp must be returned

- You may make copies for your records

- Original forms are imaged to student’s record
Grade Change Form (continued)

- Must have reason for the grade change;
- Read and answer Failing grade questions as appropriate (all 3 cannot be YES)

### Change of Grade Form

**Has the student graduated?**
- Yes
- No

If no official grade was assigned previously, check (N, NG).

**Department, PO Box, and Phone Number (please print)**

**Reason for Change (REQUIRED):**
- Writing Requirement (Gordon Rule) met: Yes No
- Miscalculation: Yes No
- Missing assignments found: Yes No
- Final exam taken late: Yes No
- Assignments submitted late: Yes No

**Approvals for Grade Change**

**Instructor Name (please print):**

**Department Chair Signature:**

**College, PO Box, and Phone Number (please print):**

**Dean of Academic Department Signature:**

Office of the University Registrar, PO Box 114000, 222 Criser Hall, Gainesville, FL 32611-4000, 352-392-1374

**Date Forms Ordered:** 02/06/14

**2 Color Date Ordered Stamp**

- ‘I’ grades – no limit to submit change
- Non-‘I’ grades – one year from original term

**Need dept/college PO Box and Phone Info**
Petitions

- During term drops/adds handled by departments through the department registration system
- Retroactive adds/drops
  - Graduate department initiated
  - Graduate School must approve
  - Graduate School will forward to Registrar’s Office
- Medical drops or withdrawals – during term or retroactive
  - Handled through Dean of Students Office
Residency

- Each student’s circumstances are unique

- Residency Reclassification requests are reviewed holistically
  - Requested documents are just one component
    - Should be dated at least 12 months prior to the term requesting in-state residency

- The best advice for your students is to refer them to the residency information website
  - [http://www.admissions.ufl.edu/residency.html](http://www.admissions.ufl.edu/residency.html)
Veterans Certification

- Contact Michael Kreeger or Damaris Najera
  - 352-294-2948
  - [http://veterans.ufl.edu/](http://veterans.ufl.edu/)

- Requires approval for special programs
  - calendar dates critical
  - special fee structures must be reported
    - Certain fees are not allowed

- Requires verification by department advisor
  - all courses are required for the degree
    - No SASS audit to automatically verify graduate programs
  - via letter each term to student
  - 30 days to report any changes
Withdrawals-ALL COURSES for Term

- Online process through Student ISIS
  - Initiated by the student
  - Became effective Summer 2013
- Information about withdrawing (all courses)
  - http://www.registrar.ufl.edu/currents/withdraw.html
Break

Granola Bars and Drinks
Graduate School Funding and the New and Improved Graduate School Tracking Program (GSTP)

Ms. Susan Morris, Business Manager
Graduate School Administered Awards

- Graduate School Fellowships
- Grinter Awards
- Ford Fellowships
- National Science Graduate Fellowships
- HHMI Fellowship
- GEM Fellowship
Office of Graduate Minority Programs Awards

- McKnight Fellowships
- FAMU Feeder Fellowships
- McNair Graduate Assistantships
- Santa Fe Teaching Assistantships
- BOE Summer Program
- Diversity Enhancement Funding
- Doctoral Support
Graduate School Dissertation Funding

- Delores Auzenne Awards
- Supplemental Tuition Award
- GS Dissertation Award
- GS Doctoral Research Travel Award
Dissertation Funding for UF PhD candidates in selected majors in the humanities, arts and social sciences

<table>
<thead>
<tr>
<th>Graduate School Dissertation Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Final stage dissertation funding</td>
</tr>
<tr>
<td>• PhD with no other support</td>
</tr>
<tr>
<td>• $11K Spring/Sum A</td>
</tr>
<tr>
<td>or Sum B/Fall</td>
</tr>
<tr>
<td>• Milestones for payments</td>
</tr>
<tr>
<td>• Satisfactory achievement of milestones</td>
</tr>
<tr>
<td>• Verification of degree application on file</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate School Doctoral Research Travel Award</th>
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</thead>
<tbody>
<tr>
<td>• Conduct Doctoral Dissertation Research away from UF</td>
</tr>
<tr>
<td>• Supplement department funding</td>
</tr>
<tr>
<td>• Full term</td>
</tr>
<tr>
<td>• Up to $5,000</td>
</tr>
</tbody>
</table>
GSF Top Ups
Graduate School Fellows with Other Awards Can Receive Top Ups

<table>
<thead>
<tr>
<th>Fully Supported External Award</th>
<th>Other External Awards</th>
</tr>
</thead>
</table>
| • NSF, Ford, National Defense, etc. | • May defer their GSF award and receive a top up in the amount of the difference between the original GSF and new award  
  • Professor acquired award, such as T32’s  
  • External awards less than GSF |
| • Defer GSF | |
| • Can request up to $5,000 top up | |
Graduate School Fellows that receive McKnight Fellowships

- $25,000 Graduate School Fellowship
- $12,000 McKnight Fellowship
- $13,000 Graduate School Fellowship
- $12,000 McKnight Fellowship
- $3,000 External Top Up from GS
- 3 - $5,000 GSF Top Ups to Department
NEW!!!
Graduate School Tracking Program
Old Way to Distribute Awards to Departments

<table>
<thead>
<tr>
<th>College of Agricultural and Life Sciences</th>
<th>Amount Disbursed</th>
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<tbody>
<tr>
<td>Agricultural &amp; BioLog Engineering</td>
<td>$44,000.00</td>
</tr>
<tr>
<td>Agricultural Educa &amp; Communica</td>
<td>$22,000.00</td>
</tr>
<tr>
<td>Agronomy</td>
<td>$44,000.00</td>
</tr>
<tr>
<td>Animal Molecular &amp; Cell Biology</td>
<td>$22,000.00</td>
</tr>
<tr>
<td>Animal Sciences</td>
<td>$22,000.00</td>
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<tr>
<td>Entomology &amp; Nematology</td>
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<tr>
<td>Environmental Horticulture</td>
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<td>$0.00</td>
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Distribute Awards

Type of Award: Test Award
Year: 2014 - 2015
College: Agricultural and Life Sciences

Available Amount: $200,000.00
Amount Awarded: $130,000.00
Remaining Amount: $70,000.00

Note:

<table>
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<tr>
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<th>Notes</th>
<th>Amount Disbursed</th>
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<td>Agricultural Education and Communication</td>
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Old Award Assignment

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<tr>
<th>UFID</th>
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<th>Total # of Years</th>
<th>Sum B</th>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td></td>
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</tbody>
</table>

New Students Receiving Funding for this Fiscal Year in Your Department
Available Amount: $44,000.00  -  Amount Used: $19,229.00  =  Remaining Amount: $24,771.00
New Award Assignment

<table>
<thead>
<tr>
<th>UFID</th>
<th>Name</th>
<th>College</th>
<th>Department</th>
<th>Appointment Type</th>
<th>First Term Student to receive Award</th>
<th>In the second year, what terms will the student receive funding?</th>
<th>Annual Amount</th>
<th>Years</th>
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<td>Agricultural and Biological Engineering</td>
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<tr>
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<td>515000</td>
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<td>Summertime</td>
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List of Students in Your Department

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<th>Department: Agricultural and Biological Engineering</th>
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<table>
<thead>
<tr>
<th>Cohort</th>
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<th>Total Awarded Used</th>
<th>Total Awarded Not Used</th>
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<table>
<thead>
<tr>
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<th>Awarded Amount</th>
<th>SUM B</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUM A</th>
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<th>Awarded Not Used</th>
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<td>$13.03</td>
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<td>$37.16</td>
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</tbody>
</table>

Totals: | $13,922.11 | $2,648.74 | $7,630.48 | $119.67 | $529.90 | $10,928.80 | $2,993.31
# Individual Student Summary

**UFID:** 2566  
**Name:** SC824D M  
**Original Award:** $5,000.00  
**Total # of Years:** 6  
**Total Student Support Awarded:** $27,528.74  
**Total Student Support Used:** $25,047.82

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<th>Appl. Type</th>
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<th>Awarded Used</th>
<th>Total Amount Deferred</th>
<th>Awarded Not Used</th>
<th>Status</th>
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# Deferments

**UFID:** [Omitted]

**Term:** 20146

**Type Of Award:** Testing for Awards

**College:** Agricultural and Life Sciences

**Department:** Agricultural and Biological Engineering

**Begin Term:** 20146

**Final Term:** 20158

**Original Award:** $2,000.00

**Total # of Years:** 2

**Total Student Support Awarded:** $2,019.13

**Total Student Support Used:** $2,019.13

<table>
<thead>
<tr>
<th>Term</th>
<th>Appl. Type</th>
<th>Awarded Amount</th>
<th>Awarded Used</th>
<th>Total Amount Deferred</th>
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<td><strong>$1,007.63</strong></td>
<td><strong>$1,007.63</strong></td>
<td><strong>$1,007.63</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td><strong>$2,019.13</strong></td>
<td><strong>$2,019.13</strong></td>
<td><strong>$2,019.13</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Deferments

Student Deferment Details

UFID: 
College: Engineering
Deferment Begin Term: 2014
Deferment End Term: 2015
Type of Award: Projection 1
Name: 
Department: Agricultural and Biological Engineering
Reason for Deferment: Internship

Create
Upload PDF Document
Deferment Approval Path

Student Deferment Details

- UFID: [redacted]
- College: Engineering
- Start Term: 20146
- Award: Projection 1
- Originator: [redacted]

- Name: [redacted]
- Department: Agricultural and Biological Engineering
- End Term: 20156
- Reason: Internship

<table>
<thead>
<tr>
<th>Distribution Term</th>
<th>Amount to Defer</th>
<th>Approval Status</th>
<th>View Change Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>20146</td>
<td>$1,392.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>201448</td>
<td>$3,754.79</td>
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</tr>
<tr>
<td>20151</td>
<td>$3,716.48</td>
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</tr>
<tr>
<td>20155</td>
<td>$1,226.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20156</td>
<td>$1,259.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,259.54</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval Status:
- Department Chair: Pending
- College Dean: Pending
- Graduate School: Pending

Graduate School: Denied

Top up Amount per Year: 0.0

Submit
Old Grinter Awards

<table>
<thead>
<tr>
<th>Refresh</th>
<th>Year: 2015</th>
<th>Type of Award: Grinter Awards 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>College: AGRICULTURAL AND LIFE SCIENCES</td>
<td>Dept: AGRICULTURAL &amp; BIOLOG ENGINEERING</td>
<td></td>
</tr>
</tbody>
</table>

New Students Receiving Funding for this Fiscal Year in Your Department

<table>
<thead>
<tr>
<th>Year: 2015</th>
<th>Type of Award: Grinter Awards 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>College: AGRICULTURAL AND LIFE SCIENCES</td>
<td>Dept: AGRICULTURAL &amp; BIOLOG ENGINEERING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refresh</th>
<th>Year: 2015</th>
<th>Type of Award: Grinter Awards 2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>College: AGRICULTURAL AND LIFE SCIENCES</td>
<td>Dept: AGRICULTURAL &amp; BIOLOG ENGINEERING</td>
<td></td>
</tr>
</tbody>
</table>
Grinter Awards

<table>
<thead>
<tr>
<th>Type of Award</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014 - 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Available</th>
<th>Awarded</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
</tr>
<tr>
<td>2014-2015</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$0</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$7,500</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$25,500</td>
<td>$25,500</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Summer B</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$2,500.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td>$2,500.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>2016 - 2017</td>
<td>$2,500.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>
Graduate School Tracking Program

- Testing end of Fall 2015
- Launch for Spring 2016
- Existing data will be uploaded
- Training to be held in Spring 2016
GRADUATE INFORMATION MANAGEMENT SYSTEM (GIMS) - OVERVIEW

Gann Enholm | Assistant Director, Graduate Records
What does GIMS do
Integrates data elements from
- University Directory/PeopleSoft
- Human Resources
- Office of the University Registrar
- Office of Admissions
- UF International Center
- Graduate School

Provides transaction interfaces between
- Colleges, Schools/Departments
- Graduate Students
- Graduate School
On the inside...

- I-20 Requests (International Students)
- Graduate Students (Programs & Progress)
- Graduate Faculty (Appointments & Activity)
- Graduation (Doctoral Candidates & Escorts)
- Job Placement
- Department Reports (Helpful Info & “Rubs”)

ABOUT GIMS
How do I get access
Authorized personnel in your academic unit submit a request

- After you complete FERPA Training Course PRV802 – Basics
- Annual certification required to continue access
Welcome to GIMS!

GIMS (Graduate Information Management System) is your online gateway to the University of Florida Graduate School's student and faculty records database.

⚠️ GIMS Alert!

New graduate students for Fall 2015 are now imported into GIMS.

New graduate students should be able log in to GIMS now. Please check your records to make sure that they are correct.

Students! Graduating this semester?
Please click here: Graduation Checklist.

70 days left to enter faculty escort information for Spring 2015 doctoral candidates! (Deadline: 11/20/2015 5:00:00 PM)

Administrators and staff! Please click here to read these instructions for the procedures to enter faculty escorts for graduating doctoral degree candidates: Entering Faculty Escorts via GIMS (PDF File)

By logging on to GIMS, you acknowledge and affirm...

- that the data in GIMS is protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the "Buckley Amendment").
- that you are accessing this data in compliance with FERPA guidelines, as a student accessing your own records, a faculty member accessing your own records or a university employee accessing student and faculty records in the legitimate discharge of the duties in your job description.
- that disclosing or sharing data on GIMS must be done only in compliance with FERPA guidelines or with the student's prior written, notarized consent.
- that disclosing, copying, distributing, sharing or otherwise using data on GIMS outside of FERPA guidelines or without the student's prior written, notarized consent, for any reason not directly associated with the duties in your job description, is strictly forbidden.

Got questions about FERPA guidelines? Click here for free online training: FERPA Basics

Need administrator or staff access to GIMS? Contact your supervisor who will fill out a request for your GIMS access after logging into GIMS.

Need to e-mail UF Graduate School Data Management about GIMS? Click here: GIMS E-Help

Ready to log on to GIMS? Click here:

Enter GIMS
Available through:

• myUFL -> Quick Links

• ISIS -> Grad Student Info (students only)

• Graduate School website -> Personnel & Policy
The navigation menu is on the left.

Programs you have access to:

<table>
<thead>
<tr>
<th>College</th>
<th>Major</th>
<th>Degree</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science - SLS</td>
<td>Master of Science</td>
<td>Hydrologic Sciences</td>
</tr>
<tr>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science - SLS</td>
<td>Doctor of Philosophy</td>
<td></td>
</tr>
<tr>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science - SLS</td>
<td>Master of Science</td>
<td>Tropical Conservation and Development</td>
</tr>
<tr>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science - SLS</td>
<td>Doctor of Philosophy</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science - SLS</td>
<td>Master of Science</td>
<td>Wetland Sciences</td>
</tr>
<tr>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science - SLS</td>
<td>Doctor of Philosophy</td>
<td></td>
</tr>
</tbody>
</table>
INTERNATIONAL STUDENTS:
MAKING AND VIEWING I-20 REQUESTS

UFIC

Academic Unit

Admissions

UF International Center

Make I-20 Requests

View I-20 Requests
### Student Admission Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFID</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Name</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Residency Status</td>
<td>Non-Resident Alien</td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td>China</td>
</tr>
<tr>
<td>Email</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Admission College</td>
<td>Agricultural and Life Sciences (AG)</td>
</tr>
<tr>
<td>Admission Major</td>
<td>Soil and Water Science (SLS)</td>
</tr>
<tr>
<td>Admission Degree</td>
<td>Ph.D. (H)</td>
</tr>
<tr>
<td>Admission Term</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>Admission Status</td>
<td>Admitted (A9)</td>
</tr>
<tr>
<td>Admission Classification</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

### I-20 Information

- **I-20 College**: Agricultural and Life Sciences (AG)
- **I-20 Major**: Soil and Water Science (SLS)
- **I-20 Degree**: Ph.D. (H)
- **I-20 Process Term**: Fall 2009
- **I-20 Status**: Not Submitted
✓ You must respond to each funding question.

✓ If funded, additional information like annual amount, duration (terms), and/or sponsor may be required.

---

### Department Section

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>If so, what is the stipend amount for the first year? $</th>
<th>Term(s) will the award be offered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the student conditionally admitted based on completion of the UF ESL program?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive the Assistantship Award?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive the Fellowship Award?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive the Achievement Award?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive the Latin American Scholarship?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive a University Athletic Association Scholarship?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive a United World College Scholarship?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student receive a Linkage Scholarship?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the student be sponsored by a Third Party?</td>
<td>Yes</td>
<td>No</td>
<td>Who:</td>
<td></td>
</tr>
</tbody>
</table>

If you would like to pick up the I-20 when it is ready, please enter your contact information here:

Name:  
Phone:  
Email:  
<table>
<thead>
<tr>
<th>Process</th>
<th>UFIC Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time the student was last contacted about missing materials:</td>
<td></td>
</tr>
<tr>
<td>Notes from UFIC to the student's department:</td>
<td></td>
</tr>
<tr>
<td>Is the student missing the CERTIFICATE OF FINANCIAL RESPONSIBILITY?</td>
<td>No</td>
</tr>
<tr>
<td>Is the student missing FINANCES?</td>
<td>No</td>
</tr>
<tr>
<td>How much does the student need to show for FINANCES?</td>
<td>$0.00</td>
</tr>
<tr>
<td>Is the student missing the TRANSFER FORM?</td>
<td>No</td>
</tr>
<tr>
<td>Has the student's SEVIS RECORD been transferred to UF?</td>
<td>No</td>
</tr>
<tr>
<td>What is the student's SEVIS RECORD release date?</td>
<td></td>
</tr>
<tr>
<td>Is the student missing the STUDENT FORM?</td>
<td>No</td>
</tr>
<tr>
<td>I-20 is/was Issued on 06/06/2011</td>
<td></td>
</tr>
<tr>
<td>I-20 was mailed on</td>
<td>DHL/FedEx Tracking Number is DHL 79 0490 4092</td>
</tr>
<tr>
<td>Is the VISA DOCUMENT being produced by a third party?</td>
<td>No</td>
</tr>
<tr>
<td>Change of Status (From-To Inside/Outside US):</td>
<td></td>
</tr>
<tr>
<td>Name of the person the student gave permission to check status:</td>
<td></td>
</tr>
<tr>
<td>Will the student pick up the I-20?</td>
<td>No</td>
</tr>
</tbody>
</table>

- Missing information
- UFIC Actions
- Status – Issue Date and Tracking Information
### I-20 APPLICATION PROCESS: VIEWS

#### Choose criteria for records you want to see:

- **I20 Term**: Fall 2013
- **I20 Issued Status**: Issued
- **Student Notification of Missing Materials**: Notified

#### Change Criteria | Export to Excel | Export to PDF

<table>
<thead>
<tr>
<th>I20 Term</th>
<th>Status</th>
<th>Count</th>
</tr>
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<tbody>
<tr>
<td>8/1/2013</td>
<td>In Process</td>
<td>1</td>
</tr>
<tr>
<td>8/1/2013</td>
<td>Issued</td>
<td>1</td>
</tr>
<tr>
<td>8/1/2013</td>
<td>Total</td>
<td>2</td>
</tr>
<tr>
<td>8/1/2013</td>
<td>Not Issued/Contacted</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UFID</th>
<th>Name</th>
<th>Email</th>
<th>College</th>
<th>Major</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science</td>
<td>Jamaica</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Agricultural and Life Sciences</td>
<td>Soil and Water Science</td>
<td>China</td>
</tr>
</tbody>
</table>
**Graduate Students:**

- **Degree Programs and Progress**

  - **Student Profile**
  - **Degree Segments and Milestones**
  - **Transaction Log**
  - **Email Notifications**
  - **Submit and Print Forms**
  - **Digital Files**

---

### Personal Profile

- **UFID:** 77771940
- **Name:** TEST, AMY
- **Phone:** -
- **Email:** getorchomp@ufl.edu
- **Gender:** Male
- **Ethnicity:** White
- **Citizenship:** United States
- **Residency:** Non-Florida Resident

### Degree Segment #1

- **Status:** Inactive
- **First Term:** 6/1/2003
- **Degree Program #:** 771
- **College:** Education (ED)
- **Major:** Curriculum and Instruction (EDL) (CUI)
- **Degree:** Doctor of Philosophy (P)
- **Concentration:** No concentration
- **Degree Attributes:** Dissertation
- **First Minor:** Communication Sciences and Disorders
- **Second Minor:**
- **Thesis/Dissertation Title:**

<table>
<thead>
<tr>
<th>Committee Started</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2011</td>
<td>6/30/2011</td>
</tr>
</tbody>
</table>

### Committee

- **Chair:** HOCHMUTH, GEORGE J. II
- **Member:** INGLETT, PATRICK W
- **Member:** SARTAIN, JERRY B
- **External:** TRENHOLM, LAURIE E

### Milestones

- **Candidacy Admission:** 12/18/2012
- **Qualifying Exam:** 12/18/2012
- **ETD Signature Page:** 8/18/2015
- **Transmittal Letter:** 2/11/2015
- **Editorial First Submission:** 2/11/2015
- **Editorial Final Submission:** 8/20/2015
- **Thesis/Dissertation Status:** Final Clearance as of 8/21/2015
- **Embargo Period:** 1 Year Embargo
- **Send Dissertation to UMI:** Yes
- **Final Exam:** 3/3/2015

**Final Exam expired because it is more than two semesters old.**
### Faculty Information

| UFID: | Title:  
Name: | First Budgeted Department:  
Campus Phone: | Special Appointment:  
Campus Email: |
|-------|--------|--------------------------|-----------|
|       | Associate Professor  
|       | Chemical Engineering, Department of  
|       | No  
|       | www.ufl.edu |

### Department Data

<table>
<thead>
<tr>
<th>Department</th>
<th>Appointment Date</th>
<th>Status</th>
<th>Retained</th>
<th>Retained End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering</td>
<td>9/1/2002</td>
<td>Active</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

---

**GRADUATE FACULTY:**

**APPOINTMENTS AND SUPERVISORY COMMITTEE ACTIVITY**
### Committee Detail

<table>
<thead>
<tr>
<th>UFID</th>
<th>Student Name</th>
<th>Role</th>
<th>Degree</th>
<th>Major</th>
<th>Committee Start Date</th>
<th>Committee Last Update</th>
<th>First Term Enrolled</th>
<th>Degree Status</th>
<th>Degree Date</th>
<th>Degree Type</th>
<th>Thesis/Dissertation Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Member</td>
<td>Ph.D.</td>
<td>Chemical Engineering</td>
<td>2/2/2009</td>
<td>2/8/2012</td>
<td>8/1/2007</td>
<td>Graduated</td>
<td>8/14/2012</td>
<td>Dissertation</td>
<td></td>
</tr>
</tbody>
</table>
**Commencement Data**

- Faculty Appointments
- Faculty Information
- GIMS Access Request
- Job Placement
- Manage Program Profile
- Student Information
- Reports

---

**Faculty Escort**

**How do I use this screen?**

**Export to Excel**

**Fall 2015 Commencement Escorts for Doctoral Candidates**

* in kernels 1+1

Use the list below to submit commencement escort information for doctoral candidates.

The submission deadline for this information is 11/26/2015 5:00:00 PM.

<table>
<thead>
<tr>
<th>UI ID #</th>
<th>Name</th>
<th>Email</th>
<th>College</th>
<th>Major</th>
<th>Degree</th>
<th>Faculty UFID</th>
<th>Faculty Name</th>
<th>Faculty Email</th>
<th>Faculty UF Title</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Engineering</td>
<td>Civil Engineering</td>
<td>Doctor of Philosophy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Public Health and Health Professions</td>
<td>Epidemiology</td>
<td>Doctor of Philosophy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**UF Commencement**

**Doctoral Candidates**

**Date and Time**

Friday, December 18, 4:00 p.m.

**Location**

Stephen C. O'Connell Center

**Attendees**

- All Ph.D., Ed.D., PharmD, Au.D., D.P.M., D.N.P. and D.P.T.
- All Colleges
### Graduate's Information

<table>
<thead>
<tr>
<th>UFID</th>
<th>College</th>
<th>Liberal Arts and Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Major</td>
<td>Political Science</td>
</tr>
<tr>
<td>Term</td>
<td>Concentration</td>
<td>No Concentration</td>
</tr>
</tbody>
</table>

### Location Information

<table>
<thead>
<tr>
<th>Email</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select a Country</td>
</tr>
</tbody>
</table>

### Employment Information

<table>
<thead>
<tr>
<th>Type Of Employment</th>
<th>Source Of Funding</th>
<th>Date of Employment</th>
<th>Title of Position</th>
<th>Name of Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Employment Type</td>
<td>No selection...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Details

<table>
<thead>
<tr>
<th>Work Activity</th>
<th>Salary Range</th>
<th>Job Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Work Activity</td>
<td>Select Salary Range</td>
<td>Full Time Part Time</td>
</tr>
</tbody>
</table>
## Add Job Placement Info

### View Reports

**Choose Report Criteria:**

<table>
<thead>
<tr>
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<td>Job Placement Statistics</td>
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### Job Placement Reports

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>PHDs Awarded</td>
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<td>Job Info Completed</td>
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<td>AAU Institution</td>
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<td>Panama</td>
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<tr>
<td>United States</td>
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</table>
REPORTS: HELPFUL INFORMATION AND POTENTIAL PROBLEMS
Discrepancies

Degree Programs Not Specified in GIMS
Registrar Current GPA Below 3.00
Supervisory Committee Not Specified in GIMS
Committees with Ineligible or Incomplete Membership
Supervisory Committees with Retained Members
Registration Holds
Students Skipped from Fall 2015 Import
Degree Applicants with Exam Issues
Expired Exam Submissions

Student Lists

Active Students
Active Students and Committee
Active Students pursuing Minor
Graduated Students
Inactive Students
Dropped Students
A GLIMPSE OF THINGS TO COME

- Petition Process – Information from Dr. Moraca
- New Graduate Faculty Appointment Policy and Process
- Transfer Credit Requests – Phase 1 Electronic Data Collection
- Automated Email Notifications – Degree Certification
- **UF Graduate Coordinators and Staff Resource Fair**
  Friday, September 25, 2015, 9 a.m. to 2 p.m., Reitz Union Grand Ballroom
Online Just-In-Time training modules

Available on Human Resources website
http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/
Navigate to Graduate Information Management System (GIMS) under HR Toolkits

Available on Graduate School website
http://graduateschool.ufl.edu/student-life-and-support/gims

PRO 330 Guide to Graduate Education
Friday, November 13, 2015 9:00 a.m. to noon
Register through MyUFL Training
PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR STUDENTS
-- OFFICE OF GRADUATE PROFESSIONAL DEVELOPMENT (OGPD)

Katie Indarawis, PhD
Associate Director, Graduate Professional Development
kindarawis@aa.ufl.edu
352-273-0831

Bradley Osburn
Program Assistant, Graduate Professional Development
bradio88@ufl.edu
352-392-7783
Background/Motivation

- Office of Graduate Minority Programs (OGMP)
  - Professional Development Workshop Series
- Innovation through Institutional Integration (I-Cubed)
  - NSF-funded grant focused on the professional development of graduate students
  - 2009 – 2013 with extension through 2014
  - Internal Advisory Board (IAB)
  - Graduate Student Advisory Council (GSAC)
- Subcommittees:
  - Teaching
  - Mentoring
  - Ethics
Office of Graduate Professional Development (OGPD)

What we do:

• Professional Development Workshops
• Leadership Workshop Series
• Graduate Student Groups
  • Graduate Student Advisory Council (GSAC)
  • Graduate Student Research Day
  • Three Minute Thesis
  • Alpha Epsilon Lambda
• Graduate Student Mentoring Award
• Grants and Fellowship Conference
• UF/SFC Faculty Development Project
Professional Development Workshops

• 4 – 5 workshops offered in a series each fall and spring
• Topics include
  • Presentation Skills
  • Financial Management
  • Thesis and Dissertation Submission
  • Stress and Mental Health Management
  • Job Preparedness
Leadership Workshop Series

• Last Spring was the first series
• Focused on Leadership Traits:
  • Self-Confidence
    • Dr. Juan Gilbert
  • Emotional Intelligence
    • Dr. Tony Andenoro
  • Integrity
    • Ron Anderson
  • Determination
    • Dr. Katie Indarawis
• Student survey at the end of the semester indicated many graduate students interested in Leadership, Leadership Theories, etc.
Graduate Student Advisory Council (GSAC)

• Graduate Student Research Day
  • Fall event
  • Almost 100% coordinated by GSAC
  • More than 200 poster presentations by UF students
  • Excellent speakers! (This year President Fuchs will speak at the lunch)
  • Supported by the Graduate School, the Office of Research, and the Provost’s Office

• Three Minute Thesis
  • Spring event
  • Coordinated by Dr. Hodge (OGIO)
  • GSAC participates in the coordination and event implementation
  • Worldwide event
  • Winner presents at a regional competition
Graduate Student Mentoring Award

- Originated from I-Cubed grant
- This award is in recognition of graduate students with outstanding achievement in mentoring and academics
- Students eligible for the award are mentors to undergraduates, graduates, school-age children and school teachers
- Applicants for the award are graded on:
  - Previous awards
  - Academic achievement
  - Strength of the applicant’s personal statement
  - Letters of recommendation
Grants and Fellowship Conference

• Spring event in early April

• Last spring:
  • 2-day event
  • 1st day focused on undergraduate students and the NSF Graduate Research Fellowship Program (GRFP)
  • 2nd day focused on graduate students and grants in all discipline areas

• This Spring:
  • Similar format (2-days)
  • Focus on “Broader Impacts” for proposals in all disciplines
UF/SFC Faculty Development Project

• Intended to increase the number of minority doctoral students who enter the professorate
• Assistantship with stipend ($13K), health insurance, tuition and fees paid
• Eligibility includes
  • PhD students who have reached candidacy
  • GPA > 3.5
  • Excellent letters of recommendation from PhD advisor and Department Chair or Graduate Coordinator
• Must also be matched with a course to teach at Santa Fe College
Academic Personnel – Registration, Tuition Waivers, Graduate Assistants and Fellowships

Ms. Janet Malphurs
Assistant Director, Academic Personnel Human Resources
Graduate Assistants and Fellows
Academic Personnel

• The core office resource for processing Graduate Assistant, Fellowship, and Faculty appointments.
• Assist UF departments/colleges related to academic appointments.
• Assist UF Provost office with entering tuition waivers (LOA’s).
Where does appointment process fit in?

• Integral part of the Admissions process
  – Students with funding must receive a letter of admission with specific information.

• Student accepts.

• Hiring process starts with information sent BEFORE the start of the term.

• Student arrives on campus and signs paperwork (if not done via GatorStart process).
Letter of Admission/Appointment

• Contract between student and department. Current sample appointment letter and admission letter at:
  http://hr.ufl.edu/manger-resources/recruitment-staffing/academic-personnel/graduate-assistants/
• Admission letter with funding
• Admission letter without funding
• GAU contract can be found on HR website at: http://hr.ufl.edu/manager-resources/employee-relations/union-contracts
Letter of Appointment File

• All Graduate Assistants and Fellows must have a letter of appointment (LOA) in PS for the tuition waiver to process.

• Common problems with the LOA file:
  – Incorrect dates entered
  – No funding indicated
  – Multi LOA’s for the same appointment
Eligibility

• Students must be properly registered and qualified to hold a Graduate Assistant appointment in a unit or for a Fellowship payment.
• GAs -- Fall and Spring 9 credit hours/ Summer 6 credit hours
• Fellowships -- Fall and Spring 12 credit hours/ Summer 8 credit hours
• Refer to the Graduate Catalog-General Regulations at: http://gradcatalog.ufl.edu/
Eligibility

• If a student does not meet criteria as established, then the unit will need to petition to the graduate school for approval.

• Example: Overall GPA is below 3.0. A petition will be needed and approved by the graduate school.
Hiring Process

• Starts with Letter of Admission/Letter of Appointment for Graduate Assistants and Fellows.

• Ends when appointment is terminated – termination date is to be at the end of the semester.
Hiring Process

• All departments need to follow the HR deadlines located at:
  http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/

Semester dates for 2015-2016 are:
• Fall 2015  8/16/15 to 12/31/15
• Spring 2016  1/1/16 to 5/14/16
Hiring Process

• Ensure that the HR person in the department is aware of a GA or Fellow hire so that the appointments/payments are done on a timely basis.

• Late hire dates are to be reviewed and approved by Graduate School and Human Resource Services – through the petition process.
GatorStart

• Uses online forms and electronic signatures.
• Eliminates manual hiring process for departmental administrators (Fellows and Foreign Nationals are not done via GatorStart).
• After an offer of employment is made and accepted, a new hire packet will be initiated (by the department) and the new employee will receive a welcome email and instruct them to the UF Hiring Center website.
GatorStart

- Ability to have the new employee complete the hiring packet prior to arriving onsite and being “ready to work” on their first day.
- Better management and reporting of I-9’s and recertifications (improve compliance)– automatic submission to E-Verify.
- For employees not able to complete GatorStart online process –departments will have to do the paper hiring packet.
Fellowship Payments

- Memorandum of Understanding: [http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel](http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel)

- Pre-doc fellows must be properly registered for each semester.

- Fellows paid from NIH Training Grants must have Contract and Grant approval before HR will approve the ePAF.
Fellowship Payments

• Units will determine how to pay fellowship stipends via ePAF – either biweekly or LSP.
• Reminder – Fellows are not included in GatorStart.
Not Paid on Time??

• Did your student receive and complete the GatorStart packet? (US citizens and Permanent Residents).
• Was all the necessary paperwork filled out properly and uploaded into the ePAF?
• Was the ePAF entered and approved at college level by the HR deadline for that pay period?
Resources

• College Dean Office.
• Graduate School – Dr. Rhonda Moraca, Asst. Dean.
• Instruction guides found at: http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/
• Attend the Pro3 Series on Hiring Graduate Assistants and Fellows – PRO318.
Contact Information

• Assistant Director:
  • Janet Malphurs - jmmalph@ufl.edu

• Graduate Assistants:
  • Katie Davison - ktwilson@ufl.edu

• Fellowships:
  • LaToya King - kingL2@ufl.edu
ETD, Curriculum and Graduate Catalog

Office of Editorial Services

Stacy Wallace
Assistant Director
Editorial Office

Key Responsibilities

- Publishes the Graduate Catalog
- Coordinates Graduate Curriculum
- Reviews thesis and dissertation format

Personnel

- Stacy Wallace Asst. Director
- Lisa De LaCure Thesis/Dissertation Editor
- Caroline Lentz Catalog/Curriculum Coordinator
- Anna Pardo Thesis/Dissertation Editor
Graduate Education
Support Activities

Editorial Office

Publishes the Graduate Catalog annually

gradcatalog.ufl.edu

Accepts updates throughout the entire year via email

gradcatalog@aa.ufl.edu
Graduate Education Support Activities

Editorial Office

• Hosts Graduate Curriculum Committee Meetings on a monthly basis during the fall and spring semesters
  graduateschool.ufl.edu/academics/graduate-curriculum

• Contributes to the Graduate School’s internal review and tracking of Graduate Council items, in relation to curricular matters

• Accepts and facilitates requests for new courses or changes to existing courses via the online approval tracking and submission system
  approval.ufl.edu
Things you need to know about curriculum and catalog ...

- Go to approval.ufl.edu to add new courses or to change existing courses in the curriculum and catalog; these changes are appropriately routed to the Graduate Curriculum Committee for review.
- Changes to degree programs are also submitted via the online approval system; these changes are appropriately routed to Graduate Council.
- Courses are updated automatically in the catalog, by the Editorial Office, only after they are approved in the online approval system by the Registrar and have been reported appropriately to SCNS.
- Faculty updates pull in automatically from data management tables populated directly from PeopleSoft.
- All other catalog updates should be sent anytime throughout the year to gradcatalog@aa.ufl.edu
Theses and Dissertations

Major advisor and committee
- Content
- Grammar/"professional publication quality"

Editorial Office
- Provides guidelines and checklists, enumerating all forms tracked by the Editorial Office
- Offers guidance regarding acceptable Electronic Thesis and Dissertation (ETD) formats
- Provides editorial document review and review comments to the student, chair, and staff

Application Support Center
- Offers one-on-one consultations within the ASC lab and via email to students and staff
- Provides templates and formatting assistance to graduate students free of charge
- Offers free training sessions and informational workshops throughout each semester
- Answers general questions via phone calls to 392-HELP (available 24 hours/day)
Graduate School Editorial Office

Three staff members review over 2000 documents each year; each document is, in turn, reviewed multiple times by its editor.

- Ensuring these documents meet the minimum formatting guidelines set by the Graduate School
- Verifying all hyperlinks are working properly in the ETD
- Assuring all other ETD requirements are met
- Confirming Graduate School “milestones,” passing this information onto Graduate Records Office, prior to degree certification by that office
- Transferring electronic documents and all related objects and forms to the library, for processing and, in turn, transfer to FLVC, ProQuest, etc.
Application Support Center

http://helpdesk.ufl.edu/application-support-center/

- Partners with the Graduate School’s Editorial Office to help shepherd thesis and dissertation students through the submission process to the Graduate School, providing individualized student support.

- ASC advises and guides graduate students through the technical challenges they face while formatting their electronic theses or dissertations, providing templates and workshops.

- ASC Consultants work hand-in-hand with the Editors from the Graduate School to answer any questions students may have while visiting the lab in Room 224 of the Hub.
Academic Progress: Theses and Dissertations

- Graduate School Editorial Office
Academic Progress

Editorial Office

– Reviews thesis and dissertation for format issues

– Communicates with the students, chairs, and staff directly via email regarding issues with their thesis/dissertation submission and supporting forms---views of these emails are available in GIMS under the email tab on each of the student’s records.

– Tracks academic milestones for the Graduate School

  ✓ Recording student’s progress and deficiencies directly in GIMS

  ✓ Reporting these milestones back to the Graduate School’s Records Office, allowing students to move forward toward degree certification by that office and hopefully degree award.
Successful First Submission

Student submits fully formatted document to the Graduate School Editorial Office

– Only after working with an Application Support Center (ASC) Consultant

– PDF documents are uploaded, by the student, via the Editorial Package Link, which can be found in each individual student’s record within GIMS.

– First submissions are accepted anytime throughout any semester but must occur no later than the date listed within the intended term of degree award as the “Last day to submit thesis or dissertation” on the Graduate School’s academic calendar and the deadline link found on the Editorial Office’s website.

– By the first submission deadline, within intended term of degree award, Transmittal Letters must be posted to GIMS by academic staff for all doctoral students. All final exam forms for the master’s students are due in GIMS as well.
Successful First Submission

• **Master’s thesis students** must **successfully orally defend before** making first submission to the Editorial Office.

• **Doctoral dissertation students** must successfully orally defend by the **final submission** date listed within their intended term of degree award.

Successful Final Submission

Step One: Editorial staff receives the student’s document

• Editorial Office accepts or rejects the submission; this will occur within 2 business days of the submission. Notice will be sent via email and the status change will be updated in GIMS.

• Status email is sent to student, graduate staff (as listed in the Graduate Contacts list submitted within GIMS), and to the listed Committee Chair; this email provides further instructions on how to proceed with the next step in the submission process and includes deadlines that must be met to successfully meet these milestones within the current term.

• Student’s status with the Editorial Office should continuously be tracked in GIMS. All emails and indications of submission of or deficiencies of appropriate forms will be available to the students, staff, and all committee members within each student’s record within GIMS.
Step Two: Editorial staff **reviews** document.

- Emails are sent to student, staff, and Chair

- All review comments and attachments should be reviewed by the student and their committee chair(s) and appropriately applied by the student, within all intended term deadlines to do so.

- Failure to then meet the final submission deadline, removes the student’s ability to move forward toward a degree within the current term---this student is, however, eligible to clear prior to the upcoming term, potentially waiving final term registration fees and requirements.
Successful Final Submission

Student works with the ASC Lab to revise the document, based on the review comments provided by the Graduate School Editorial Office, and then prepares the pdf for final submission and review by the editors.

- Works with an ASC Consultant to submit the pdf for review by the Final Submission Deadline.

- All outstanding defense forms must be posted to GIMS by the Final Submission Deadline.

- Student should not assume the document will automatically be accepted by the Editorial Office.

- This process may repeat multiple times before the document is accepted as meeting the final clearance requirements. All progress should be monitored in GIMS via the email tab and by viewing the student’s Editorial Package status also available within GIMS.
Successful **Final Submission** and **Final Clearance**

After successfully meeting **first submission** and **final submission** deadlines, the student **revises** the final PDF submitting it via GIMS.

- Students must then complete all revisions and gain **acceptance** by the advised Final Clearance Deadline for the intended term of degree award.

- The student, Chair(s), and staff will get an email with any required revisions noted and any outstanding milestones that must be met, along with the timeline for completing these revisions and submitting all required forms in order to successfully achieve final clearance.

- The student cannot achieve final clearance without receiving the email indicating the PDF has been accepted and all required documents are in place. The student’s status with the Editorial Office must indicate the student has achieved Final Clearance; this status is also viewable and must be reviewed by the student and the staff in GIMS prior to all intended term degree deadlines.
Final Clearance

– The Editorial Office will notify the student, their Chair(s), and their support staff members via email, once the PDF document has been accepted as meeting final submission and final clearance requirements.

– If all forms are also in place, the student will be informed at that time that they have achieved final clearance. If forms are still required, the Editorial Office will indicate what forms are outstanding at this time.

– Students should verify that all forms are recorded properly in their GIMS Record along with their Editorial Status reflecting Final Clearance by the “Last Day to Achieve Final Clearance” date listed on the academic calendar.
Final Clearance

For a record to be complete and a student to achieve Final Clearance,

- Student’s status must read “Final Clearance” in the EDM.
- Student and staff must also see “Final Clearance” and a date after Thesis and Dissertation Status in GIMS.

![Milestones](image)
Now they are....
Petitions and Graduate Academic Programs

Rhonda S. Moraca, Ph.D.
Assistant Dean for Administration
Petitions

- Exceptional circumstances
- Best interest of the student
- Each petition is reviewed by the Graduate School staff
- Submitted by the academic unit on behalf of the student, endorsed by the college
- Petitions are not accepted directly from students
- Must be for an academic purpose
Submission Process for Petitions

- Currently they are submitted as a memorandum or letter
- Submitted to GraduateSchoolPetitions@aa.ufl.edu
- Include student name and UFID
- Detailed explanation of the situation, the specific request, and supporting documentation

Changes in Process

- Designing a Form for Petitions
- Moving to GIMS
- Academic Unit participation

Link for Petition Procedures
Some of the Reasons for Petitions

- Graduate Assistant GPA slightly less than 3.0
- Funding: GA + Fellowship
- Student not eligible for clear prior status
- Internships – full time equivalent enrollment
- Late Hires
Petitions Outside of the Graduate School

- University Registrar -- Senate Petition for Fee Refund
- Ombuds
  - Only after all other levels have discussed and documented the issue
- Mr. Ron Anderson
  - randerson@ufl.edu
- Medical Withdrawals
Medical Withdrawal Petitions

- Dean of Students Office handles the review
- Current term medical withdrawal petitions
  - Notify Graduate School
  - (GatorGradCare or tuition payments)
- Retroactive term medical withdrawal petitions
  - Notify Graduate School for implementation
- Graduate School generally does not support partial medical withdrawal

https://www.dso.ufl.edu/care/medical-withdrawal-process/
Graduate Academic Programs

- **Graduate Council**
  - Policy Development
  - Academic Program/Degree Development

http://approval.ufl.edu/
Degree Certification, Transfer of Credits and Credential Holds

Gann Enholm
Assistant Director, Office of Graduate Records
Graduate Records

Key Responsibilities

Key Personnel

- Gann Enholm: Assistant Director
- Viki Solt: Lead Program Assistant
- Gregg Campbell: Program Assistant
- Amy Abernethy: Program Assistant
- Teresa Geer: Program Assistant
- Bobby Parker: Program Assistant
Lifecycle of a Graduate Student: First Term

Think...

- Credential Validation
- Registration
- Transfer credit
- Deadlines
International Credential Holds

• **Tentative** admission status
• **Programmatic**
  - October/November
  - March/April
• 2\(^{nd}\) Term = **petition**
• 3\(^{rd}\) Term = **committee review**
Registration

Who?
- Academic Unit
- Student

What?
- Minimum credits
- Academic Unit?
- Funding Source?
- Fulltime Status?
- Count toward degree

Changes?
- Drop/Add
- After Drop/Add
Transfer of Credit

• **First term** enrolled

• **Eligibility** parameters/limits
  - ✓ Graduate level
  - ✓ Letter graded, B or better
  - ✓ Limits depend on degree

• Form in **GIMS**
DEADLINES

• General
  ➢ registrar.ufl.edu

• Additional or Different
  ➢ graduateschool.ufl.edu
Lifecycle of a Graduate Student: Academic Progress

- Milestones
  - Supervisory Committee
  - Program of Study
  - Examinations
Supervisory Committee

- **Required**
  - all graduate degree programs

- **Eligibility**
  - Must have a Graduate Faculty Appointment

- **Minimum Composition depends on**
  - Level, Type
  - Minor—must have a minor representative with a Graduate Faculty Appointment in the academic unit offering the minor field of instruction
Program of Study

- Can include Traveling Scholar
  - Unique graduate level domestic or international experiences
    - [http://graduateschool.ufl.edu/files/traveling-scholar.pdf](http://graduateschool.ufl.edu/files/traveling-scholar.pdf)
    - Contact UF International Center for international experiences
      - **Participate before final term**
- Must observe timelines for completion
- Be prepared to deal with leave of absence, readmission, and multiple graduate degree programs
Multiple Programs

Requires

1. Authorization via specialized forms available on the Graduate School Website
   ✓ [http://graduateschool.ufl.edu/academics/faculty-and-staff-forms](http://graduateschool.ufl.edu/academics/faculty-and-staff-forms)
2. Advance approval before either degree is awarded
3. Program of Study for each graduate program
Examinations

- Specialized
  Qualifying Examination/Admission to Candidacy (PhD or EdD)
- Comprehensive Examination
  Required for all graduate degrees + 2 semester shelf life
- Attendance Requirement
  Student, Chair or Co-Chair at same physical location
Think...

Application

Deadlines

Administrative Process
Degree Applications

All students must initiate the degree award process by submitting an on-line application via ISIS

- Selection depends on information in GIMS
- Deadline published in the Graduate Catalog

Late Application through Midpoint Deadline

- ISIS Admin >> Certify >> by College
- Not available for summer terms
Midpoint Deadline

Friday, October 9, 2015
Changes by Midpoint Deadline

<table>
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<tr>
<th>Degree Program</th>
<th>Supervisory Committee</th>
<th>Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Degree Title</td>
<td>- Composition</td>
<td>- Multiple program participation</td>
</tr>
<tr>
<td>- College</td>
<td>- Committee Member Role</td>
<td>- Transfer of credit</td>
</tr>
<tr>
<td>- Major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Degree Type</td>
<td></td>
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</tr>
</tbody>
</table>
Administrative Processes

• Create a communication plan for sharing information and deadlines with your degree candidates and faculty

• Consider asking your faculty to post reminders to E-Learning System for distance learning platforms

• Schedule enough time to allow you to adequately review each degree candidate’s academic record
Graduate Information Management System (GIMS) Helpful Tools
GIMS: Current Term Degree Applicants

- Provides an academic unit with a bird’s-eye view of all degree candidates
- Can sort by column headers
- **Apply filters to find**
  - Application Mismatches
  - Multiple Program Participation
  - Degree program elements
  - Milestone elements
  - Transactional Elements (Removals and dates)
PRELIMINARY CERTIFICATION
ISIS Admin Certify

Make sure you have access!
Preliminary Certification

- **Academic Units and Colleges**
  - Start = October 21\textsuperscript{st} at 8 AM (Wednesday)
  - End = October 23\textsuperscript{rd} at 10 AM (Friday)

- **Graduate School**
  - October 23\textsuperscript{rd} → Start @ 10 AM → End @ Noon
Academic Unit

You are responsible for reviewing:

- **Degree application**
  - Correct degree and major → Helpful Data View in GIMS

- **Registration**
  - Final term requirement

- **Transcript**
  - Credits, pending and punitive grades,
  - Course work required by academic program

- **GIMS: Milestones**
  - Committee (data entry optional for nonthesis w/o minor)
  - Thesis or dissertation submission
  - Final examination
Graduate School

Responsible for monitoring compliance with Graduate Council policies

- Minimum credits and GPAs – overall/major/minor
  - What is major credit?
  - Undergraduate courses
- Milestones
- Final term grades
Graduate School

- Individual emails are sent to academic units regarding a specific degree candidate confirming what you should already know...
  - Final term registration
  - Credit shortages
  - Pending or punitive grades
  - GPA < 3.00 truncated
Final Certification

- **Final Term Grades**
  - Use grades entered in Grade-A-Gator.
  - Remind your faculty that students without grades will not graduate.

- **Final Review (leave enough time for a final review)**
  - Review final term grades.
  - Remove degree candidates from the degree list with final term grade issues before certifying to your college.

- **Final On-line Transaction → December 22, 2015**
  - Colleges by 10 AM
  - Graduate School by 12 PM
Certifying Degrees

Commencement
• Ceremony
• Multiday event

Certification
• Award of degree
• Day after final grades due
• Transcripts available next day
• Registrar handles diploma orders
  – Mailed to permanent address
    ~ 6-8 weeks
Graduate Coordinators and Graduate Staff Orientation

Day 1

Dr. Paul Duncan

Thank you!

Day 2

Friday, September 25, 2015

GRADUATE COORDINATORS AND STAFF RESOURCE FAIR
Location: Grand Ballroom, 2nd Reitz Union