

## NOTES: Coffee Talk



March 3, 2016 | SUB 235 @ 10am

### News:

**New Graduate School Staff:** Amber Fischer is our new Admissions Coordinator. Welcome Amber!

**Minimum grade** allowed on a program of study is now C for new students admitted Fall 2016. Students admitted prior to Fall 2016 are still allowed C-; UGC passed Jan 21, 2015

**Considered credits:** Thesis and professional paper credits are no longer allowed to be considered on a PhD program of study for new students Fall 2016; UGC passed Oct 8, 2014.

**N grade** now option for 590/690—means “continuing”, student must immediately re-enroll, cannot have N in graduating term (and N’s count toward P’s on program of study). Not required to use N. UGC passed Apr 1, 2015.

**Graduate Representative:** Faculty Senate (Feb 10, 2016) and UGC (Feb 9, 2016) passed policy to eliminate the grad rep as a requirement. This is effective immediately.

The vote was close at FS (13-11), so Grad School is writing language to have a grad rep as “optional” but this is still in progress.

### Reminders/Deadlines:

- **One-credit Extension:** deadline to withdraw graduation application for the current term and reapply as a one-credit extension student is May 6<sup>th</sup>. The deadline for completion for one-credit extension students is May 16<sup>th</sup>.
- **Program of Study** deadlines: first active/enrolled term for Certificate-seeking, second for Masters, third for Doctoral. An email notice with the names of students whose programs are due this term (Sp 2016) was sent to departments earlier this term.
- **Comp/defense/ETD formatting approval** deadline for spring 2016 is April 19<sup>th</sup>.
- **Catalog Changes:** Changes are due now. The Grad School. secured an extension to the deadline, as many programs were unaware the changes were due. We have until Friday the 11<sup>th</sup> of March to complete all changes.
- **One Page Departmental Flyer Updates:** If you have not sent updates for the department flyers to Krista Baziak please do so ASAP. There will be a bulk printing for the flyers and anyone who does not submit changes before the bulk printing will need to have the department share the printing cost for flyers printed individually. Contact Krista with any questions.

### Admissions:

**CollegeNET Trainings:** Admissions has set up two days of CollegeNET trainings and Q & A Sessions: March 29 (10-12) and March 31 (2-4). Please RSVP if you or someone in your

department will attend. The first hour will be a “how to use” CollegeNET demo; the second hour will be Q & A. Both days will be the same, so there is no need to attend both, or for both hours.

**Discussion: When is an application reviewable?** The Grad School is asking that all programs become a bit more transparent in their “how to apply” pages, by even expressing when an application will be reviewed w/in their program.

Example: some programs WILL review with unofficial docs, but the application states “not reviewed until complete.”

Also, applicants may think that when they submit an application, even if it is months before your deadline, that it will be reviewed when it was submitted. If we can be clearer on this process, we all will receive less phone calls.

Example: Deadline: February 1 (Applications received prior to this deadline are not reviewed until after the deadline. The department will then take \_\_\_\_ weeks/months to review all applications. Decisions should be expected by \_\_\_\_.)

Possibly this is too much detail – but it’s just a thought. However, if you make any updates/changes to your websites PLEASE notify The Graduate School. so we can update your application.