

## GRADUATE SCHOOL

### **Essential Information for New Graduate Coordinators**

**Our Mission:** Promote and Enhance Excellence in Graduate Education

**Coordinators' Role in that Mission:** Graduate Coordinators provide a vital service as

- *Points of Contact*  
Prospective students, newly admitted and enrolled students  
Graduate faculty  
Graduate School staff
- *Liaisons and Ambassadors*  
Communicate Graduate School policies to department  
Communicate departmental issues/concerns to Graduate School  
Serve as liaison for any necessary policy exceptions  
Facilitate various funding award competitions
- *Champions*  
Advocate for graduate education  
Attentive to student progress and well being

**THANK YOU FOR YOUR WILLINGNESS TO SERVE!**

**WE ARE HERE TO HELP YOU AND YOUR STUDENTS BE SUCCESSFUL!**

## WHO WE ARE, WHAT WE DO:

### Graduate School Roles and Responsibilities

Person, Role	Areas of Responsibility	Contact Information
<b>Dr. Suzanne Barbour Dean</b>	<i>Leadership:</i> -Provides vision for graduate education at UGA -Advocates for issues relevant to graduate education at local, state and national levels -Enacts and upholds policies set by the Graduate Faculty	706-542-6392 <a href="mailto:graddean@uga.edu">graddean@uga.edu</a>
		Robin Bingham (Dean's Office) 706-542-6392 <a href="mailto:rbingham@uga.edu">rbingham@uga.edu</a>
<b>Dr. Julie Coffield Associate Dean</b>	<i>Chief of Operations:</i> - Recruitment/Diversity - Graduate Student Services <ul style="list-style-type: none"> <li>• Graduate Admissions</li> <li>• Enrolled Student Services</li> </ul> - GS IT support	706-542-6394 <a href="mailto:coffield@uga.edu">coffield@uga.edu</a>
	<i>Faculty Relations/Student Affairs:</i> - Handles issues/concerns related to graduate students/programs in consultation with graduate coordinators and program administrators - Handles requests for extension of time and exemptions to GS policy -Liaison with Legal Affairs/EOO	Kristin Lawrence (Dean's Office) 706-542-6394 <a href="mailto:krabney@uga.edu">krabney@uga.edu</a>
	<i>Program Management:</i> - Graduate Council committees <ul style="list-style-type: none"> <li>• Program (proposal review process)</li> <li>• Admission &amp; Retention (appeals)</li> <li>• Curriculum</li> </ul> <i>Funding Opportunities:</i> - Regents out-of-state tuition waivers for domestic students ( <u>OIE handles international</u> ) - Pres Fellows, GSRA, DCA - Named scholarship/fellowship awards <i>Compliance:</i> - SACS, USG	

<b>Judy Milton Assistant Dean</b>	<p><i>Professional Development:</i></p> <ul style="list-style-type: none"> <li>- Implement and coordinate graduate professional development opportunities, seminars and workshops with other units on campus</li> <li>- Graduate School Teaching Portfolio Interdisciplinary Certificate in University Teaching</li> <li>- SoTL Graduate Learning Communities</li> <li>- Emerging Leaders Program</li> <li>- Center for the Integration of Research, Teaching &amp; Learning(CIRTL) programs</li> <li>- Graduate student orientation</li> </ul>	706-542-6086 <a href="mailto:jmilton@uga.edu">jmilton@uga.edu</a>
	<p><i>Communications:</i></p> <ul style="list-style-type: none"> <li>- Website: content management, maintenance oversight</li> </ul>	
	<p><i>Awards:</i></p> <ul style="list-style-type: none"> <li>- Excellence in Research by Graduate Students</li> <li>- Graduate School Diversity Awards</li> <li>- Outstanding Graduate Mentoring Awards</li> <li>- Summer Doctoral Research Fellowships</li> <li>- Fulbright-Hays Fellowships</li> </ul>	
<b>Cheri Bliss Senior Director, Graduate Student Services</b>	<p><i>Supervises Graduate Student Services operations and staff</i></p>	706-542-6049 <a href="mailto:cbliss@uga.edu">cbliss@uga.edu</a>
	<p><i>Other Duties:</i></p> <ul style="list-style-type: none"> <li>- Admissions <ul style="list-style-type: none"> <li>• Maintains/updates online application</li> <li>• Manages department access to NOLIJ Web</li> <li>• Provides NOLIJ Web training to new departmental users</li> </ul> </li> <li>- Enrolled Students: <ul style="list-style-type: none"> <li>• Processes leave of absence requests</li> <li>• Processes deadline extension requests</li> <li>• Graduate Commencement committee and ceremony</li> </ul> </li> </ul>	

	<p>- Banner</p> <ul style="list-style-type: none"> <li>• Serves on Student team, Data Standards team</li> </ul>	
<p><b>Tonia Austin Brown</b> Senior Director, Business Services</p>	<p><i>Supervises the operations of the Graduate School Business Office</i></p> <hr/> <p><i>Duties:</i></p> <ul style="list-style-type: none"> <li>- Process personnels and oversee payroll for students on a Graduate School Assistantship.</li> <li>-Handle HR needs for the Graduate School</li> <li>- Accounts payables/receivables</li> <li>- Oversee and award Graduate School domestic travel funding</li> <li>- Oversee NSF GRFP grant for GRFP Fellows</li> <li>- Monitor waiver codes for students who are on an assistantship</li> <li>- Work with departments regarding policies related to graduate assistantships</li> <li>- Serve as liaison for departments on campus regarding financial, HR and audit matters</li> </ul> <hr/> <p><i>Workshops On-Campus</i></p> <ul style="list-style-type: none"> <li>- <i>Things to Know</i> workshop for new financial staff on campus, invitations sent out each semester</li> <li>- Voluntary Incentive Program (VIP)</li> </ul> <hr/> <p><i>Student Funding Opportunities</i></p> <ul style="list-style-type: none"> <li>- Graduate School Domestic Travel Funding Awards</li> </ul>	<p>706-542-6269 <a href="mailto:teabrown@uga.edu">teabrown@uga.edu</a></p>
<p><b>Dr. Lisa Sperling</b> Senior Director, Recruitment &amp; Diversity Initiatives</p>	<p><i>Recruitment:</i></p> <ul style="list-style-type: none"> <li>- On-campus programs <ul style="list-style-type: none"> <li>• Preparing for Graduate School (UGA undergrads) (<i>Fall</i>)</li> <li>• Fall Campus Visit (<i>Fall</i>)</li> <li>• Accepted Students Day (<i>Spring</i>)</li> <li>• Information sessions</li> <li>• Individual student campus visits</li> </ul> </li> </ul>	<p>706-542-6413 <a href="mailto:sperling@uga.edu">sperling@uga.edu</a></p>

	- Off-campus recruitment fairs	
	<p><i>Diversity Initiatives:</i></p> <ul style="list-style-type: none"> <li>- Application fee waivers</li> <li>- On-campus recruitment events <ul style="list-style-type: none"> <li>• Grad School 101 (sophomores/juniors) (<i>Spring</i>)</li> <li>• Preparing Diverse Populations for Graduate Admissions (<i>Fall</i>)</li> <li>• Future Scholars Visitation Program (<i>Fall</i>)</li> </ul> </li> <li>- HBCU graduate recruitment fairs</li> <li>- Retention programs <ul style="list-style-type: none"> <li>• Gateway to Graduate School Bridge Program (<i>Summer</i>)</li> <li>• Feeder Program and Assistantship: On-going retention support through professional development and mentorship <ul style="list-style-type: none"> <li>• Albany State University</li> <li>• Florida A&amp;M University</li> <li>• Fort Valley State University</li> <li>• Morehouse College</li> <li>• Spelman College</li> </ul> </li> </ul> </li> <li>- Merit-based assistantships (SREB)</li> </ul>	
	<p><i>Support for Departments:</i></p> <ul style="list-style-type: none"> <li>- Recruitment Enhancement Grants</li> <li>- Strategic recruitment planning &amp; goal setting <ul style="list-style-type: none"> <li>• Strategic recruitment emails</li> <li>• Speak at departmental recruitment events</li> <li>• Best Practices in Recruitment</li> <li>• Recruitment packets and marketing tokens</li> </ul> </li> </ul>	
	<p><i>Data Reports:</i></p> <ul style="list-style-type: none"> <li>- Provide data for Council of Graduate Schools</li> </ul>	

<b>Dr. Meredith Welch-Devine</b> <b>Director,</b> <b>Interdisciplinary</b> <b>Graduate Studies</b>	<i>Faculty initiatives:</i> - Interdisciplinary degree/certificate programs <ul style="list-style-type: none"> <li>• Provide “roadmaps” and models for program development</li> <li>• Assist in navigating proposal process</li> </ul> - Training grant proposals (e.g., NSF NRT, NIH T32) <ul style="list-style-type: none"> <li>• Review proposals in development</li> <li>• Assist with development of novel training approaches, broader impacts and dissemination methods</li> </ul>	706-542-6002 <a href="mailto:mwdevine@uga.edu">mwdevine@uga.edu</a>
	<i>Enhance interdisciplinary communication skills:</i> - Three Minute Thesis competition - GRSC 8200: Communicating Research and Scholarship - “Engaging the Public” workshops for faculty and for students - Development and delivery of research communication modules as components for training grant applications	
	<i>Student Interdisciplinary Funding:</i> - IIRG awards	

## THINGS YOU’LL NEED TO KNOW ABOUT....

### ADMISSIONS

**Graduate Admissions information and deadlines** are posted on our website:

<http://grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/>

<http://grad.uga.edu/index.php/prospective-students/student-information/admissions-bulletin/deadlines/admissions-deadlines/>

Your program web page should state your application deadlines BEFORE a link to the Graduate School admissions site is provided.

### Graduate Admissions Electronic Systems

- A. Online application system (CollegeNET). Used by applicant and Graduate Admissions.

- B. NOLIJ Web – document imaging system.
  - 1. Used by Graduate Admissions as follows:
    - a. Scan and store all documents related to an applicant file (application, LOR, statement of purpose, resume, transcripts).
    - b. Workflow management – Process recommendations for acceptance and refusal.
  - 2. Used by Departments as follows:
    - a. Scan and store departmental supplemental requirements.
    - b. View application materials received by the Graduate Admissions office.
    - c. Submit departmental recommendation for accept, refuse or cancel.
- C. Grad Status – Graduate School portal system used by applicants to check current status.
- D. Banner student information system – used by Graduate Admissions for official record of admissions applications and decisions. Departments **WILL NOT** use Banner for graduate admissions processing.

### **Life Cycle of a Graduate Application**

- A. Day 1: Applicant submits application online to CollegeNET.
- B. Day 2 AM: Online applications downloaded and transferred into Banner and NOLIJ Web. Email sent to the applicant from EITS with information on setting up the MyID. The MyID is required to login to Grad Status to check the processing of the application.
- C. Day 2 PM: Graduate School admissions counselor reviews electronic files for transcripts that may have arrived before the application.
- D. Graduate Admissions continues to update the applicant file as documents arrive.
- E. When all Graduate School requirements are complete, the applicant’s status will appear as ‘complete’ in NOLIJ Web.
- F. Department users can update departmental supplemental requirements and add comments to the file.
- G. Department user submits recommendation for ‘acceptance’ or ‘refusal’ or ‘cancel’ in NOLIJ Web.
- H. List of admissions recommendations (acceptance, refusals and cancellations) is generated daily from previous day’s activities. For ‘acceptances,’ Graduate Admissions staff will review the electronic file for completeness and minimum standards. Final acceptance decision will be made by Graduate Admissions. Official decision letters will be sent to applicant and a copy will be scanned into NOLIJ Web.

### **Additional Steps for International Applications**

- A. Accepted international applicants must submit proof of funding to the Office of International Education.
- B. Once a department makes a recommendation for admission and the Graduate Admissions verifies previous academic credentials, the accepted international applicant will be sent an email with information on how to submit proof of funding and request an I-20 or DS-2019 from the Office of International Education.
- C. If an international applicant has been offered an assistantship, the department must submit a copy of the offer letter to the Office of International Education.
- D. Once the applicant submits sufficient proof of funding, an acceptance packet including the acceptance letter and visa documents will be sent to the applicant.

## THINGS YOU'LL NEED KNOW ABOUT.....

### ENROLLED STUDENTS

#### Graduate Coordinators are expected to:

- A. Inform...
  1. Students about degree requirements, deadlines, departmental and Graduate School policies.
  2. Departmental faculty about Graduate School requirements.
- B. Report...
  1. Student degree progress by signing forms and announcing comprehensive exam and final defense times (see below).
  2. Student completion of degree requirements.
- C. Encourage...
  1. Students to be proactive and independent. They should not depend upon you or your assistant to fill out and submit required forms that are their responsibility. This invariably leads students into trouble because someone in the department was sick, on vacation, too busy, etc.

#### Registration:

- A. **Enrollment Policy.** All enrolled students must register for a minimum of 3 credits in at least two semesters per academic year (fall, spring, summer) until the degree is attained or status as a degree-seeking student is terminated.
  1. Doctoral students who have advanced to candidacy and thesis-writing master's students who have satisfactorily completed all required courses (exclusive of 7000 and 7300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate.
  2. Doctoral students must maintain enrollment during Fall and Spring semesters (breaking only for summer) until the residency requirement has been met.
  3. UGA employees pursuing graduate degrees under TAP and students in non-degree status are exempt from this continuous enrollment policy.
- B. **Students must be registered** when using university resources of any kind. If a preliminary exam, a thesis or dissertation defense, or a final comprehensive exam is held when the student is not enrolled for credit, it will not be accepted by the Graduate School.
- C. **Communications: MY ID and Student Listserv:**
  1. It is imperative that graduate students learn to check their **MyID@uga.edu** email account – this is the University's official means of contacting them. The Bursar's Office and the Registrar's Office send emails regarding registration changes and student accounts by this means. If your students use an email address that is specific to your department (example: studentname@coe.uga.edu, studentname@physast.uga.edu) or their favorite email provider (Gmail, Hotmail, etc.), please make sure they know to forward their uga.edu mail to their preferred email address.
  2. The Graduate School contacts students via a listserv using the uga.edu address to remind them of deadlines, provide information about seminars, and share other



- pertinent news. You can see what's been sent to students by checking the Graduate Student Listserv Archives: <https://listserv.uga.edu/cgi-bin/wa?A0=GRAD-SCHOOL>
3. Students are not excused from meeting deadlines because they "didn't get the email." Reminders about deadlines are sent as a courtesy only – students are expected to comply with deadlines on our Web site without reminders. If the application for graduation, advisory committee form (thesis-writing only) or program of study are late, the student has an additional grace period during which they can submit these with a \$50 late fee and the Late Filing Form and graduate in the current semester.

### **Degree Progress, Comprehensive Exam, Final Defense Forms**

- A. Most forms are available on <http://grad.uga.edu/index.php/current-students/forms/>
- B. **Deadlines are firm** – they are posted on our website for one year in advance and students receive reminders at the beginning of each term via the Graduate Student Listserv (see archive at <https://listserv.uga.edu/cgi-bin/wa?A0=GRAD-SCHOOL>)
- D. **Correct order of submission of forms:**
  1. **Advisory Committee form:** must be submitted to and approved by the Graduate School prior to submission of the program of study form for the thesis MA, thesis MS, PhD, EdD, DMA and DrPH degrees.
  2. **Final Doctoral Program of Study form:** must be submitted to the Graduate School before announcement of the oral comprehensive exam.
- E. **Announcement of doctoral oral comprehensive exams and final defense of dissertations:** <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/scheduling-oral-comps-dissertation-defenses/>
  1. Notification must come from the graduate coordinator's office two weeks prior to the exam or defense (use the link on the Graduate School website under faculty).
  2. The exams are announced by the Graduate School on the Web so that other members of the academic community may attend.
  3. The Report Form for written and oral preliminary comprehensive exams will be mailed to you after we have processed your announcement. We will check the following before mailing it:
    - i. Student is registered
    - ii. Advisory Committee has been approved by the Graduate School
    - iii. Final Doctoral Program of Study has been approved by the Graduate School
    - iv. Residence requirement has been met
  4. The Approval Form for Final Defense of the Dissertation can be printed from the Graduate School website. It must be accompanied by the Electronic Thesis and Dissertation Submission Approval Form. We will check the following:
    - i. Student is registered
    - ii. Committee corresponds with approved advisory committee on file.
    - iii. Student has completed 10 hours of credit after admission to candidacy
- E. When we receive **incorrect or incomplete forms**, they will usually be returned to you.

## Degree Completion, Graduation and Commencement

- A. **Students must be registered** for a minimum of 3 hours during the semester they complete degree requirements. If a student pursuing a non-thesis degree has completed all required courses and needs to take an exam or to finish work for an incomplete grade in the final semester, they must register for credit. **GRSC 9270** is a ‘completer’ course created specifically for this purpose. Students should **NOT** register for the same course again to resolve an incomplete grade. Please contact [gradinfo@uga.edu](mailto:gradinfo@uga.edu) to request that a student be placed on the access list for GRSC 9270. A reason must accompany this request.
- B. **Students must apply for graduation. If a student applies for graduation and a review of their record indicates that they are short of degree requirements** for graduation, your office will be contacted. If we find it necessary to actually move a student's file to a later graduation date, an email stating the reason for the move will be sent to the student and to your office.
- C. Graduate students **CANNOT** participate in commencement ceremonies if they have not completed degree requirements. This includes students who plan to finish during summer semester when no ceremony will be held.
- D. **Doctoral commencement program information**
  - 1. There is a form on our website that must be completed and submitted electronically by the student. The deadline for submitting this is included in the list of semester deadlines. If we do not receive it by this deadline, the student's name will not appear in the program.
  - 2. If the student is unavailable, this can be submitted using the same method by the major professor, graduate coordinator or graduate coordinator's assistant.
  - 3. If the student's name is not listed in the program, they can still participate in the hooding ceremony and their name will be called.
  - 4. Master's and Education Specialist names are pulled by the registrar from the graduation rosters in Banner.

## THINGS YOU'LL NEED TO KNOW ABOUT....

### Assistantships and Tuition Waivers

- A. The **Graduate School Business Office** monitors student tuition exemption waiver codes for students who are on an assistantship. With an exemption code, a student pays a reduced matriculation fee of \$25 and required administrative fees. **Contact: Graduate School Business Office Staff, [gsfinanc@uga.edu](mailto:gsfinanc@uga.edu)**
- B. Students must receive the assistantship for at least 60% of the semester in order to keep the exemption code. **Contact: Graduate School Business Office Staff, [gsfinanc@uga.edu](mailto:gsfinanc@uga.edu)**
- C. Emails requesting names of students who will be on a departmental assistantship will be sent to graduate coordinators and business administrators three times a year (fall, spring, & summer). The students' information should be uploaded into Grad Status (<https://gradstatus.uga.edu/>) by the departmental representative. Instructions to access Grad Status is located at <http://research.uga.edu/docs/spguide/vip-program/Waiver-Request-System.pdf>
- D. Requests to change or add exemption codes should also be done in Grad Status.

- E. Satisfactory Progress verification forms are sent out to the graduate coordinator through Grad Status each semester for students who are on a Graduate School assistantship. **Contact: Beverly Aaron, 706-542-6174, aaronb@uga.edu.**
- F. **Registration requirement:** Students must be enrolled for at least **12 graduate** credit hours for fall and spring and **9 graduate** credit hours for summer. Professional programs, audited courses, and undergraduate credit hours do not qualify for a tuition waiver. During the registration period, reminder emails are sent to students and departments notifying them of this requirement.
- G. Students must work at least 13 (33%) hours but no more than 20 (50%) hours per week. In addition, students must be on payroll for at least 60% of the semester. **At no time can a student be on UGA payroll for more than 50% while on a graduate assistantship.** At the beginning of each Fall and Spring semester an email will be sent out from the Graduate School Business Office detailing the exact number of days and time periods that correspond to this 60% time.
- H. If a student is out of compliance with F or G above, the GS Business Office will notify the graduate coordinator and/or the department business manager that the student's tuition exemption code is being removed due to non-compliance.
- I. Summer School Assistantships: Students **must** be enrolled 9 credits hours before a personnel can be submitted for approval. Students cannot make more than 11.111% of the annual rate per session, all GA annual rates must be figured at 33-50% time. (Ex:  $\$50,000/2 = \$25,000$ ,  $11.111\% \times \$25,000 = \$2,777.75$ ) **Contact: Tiffany Drayton.**
- J. All departments must use the graduate assistantship offer letter template when making an offer of assistantship to new and returning students. If you need a copy of the template, please email [gfinanc@uga.edu](mailto:gfinanc@uga.edu). There is also a copy on our website: <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/template-for-departmental-assistantship-offer-letter/>. **NOTE: Departments must update the dates, tuition amounts and fee amounts in this template annually.**
- K. All questions regarding students receiving GS assistantship awards (Presidential Fellows, GRSA, DCA) should be forwarded to [gfinanc@uga.edu](mailto:gfinanc@uga.edu) or **contact: Beverly Aaron.**
- L. Beginning in fall 2016, all new students supported by a Graduate School assistantship or fellowship will be required to complete training in responsible conduct in research (RCR) before the end of their first year. The Graduate School offers GRSC 8550 for this purpose. Departments may use courses within their department to meet this requirement. Completion of this training should be documented on the Satisfactory Progress verification for and **is required** for continuation of funding in year two.
- M. **For assistantships awarded to the departments but paid by the Graduate School:**
  1. The department should contact Beverly Aaron with the student's info.
  2. The Graduate School will complete the offer letter and personnel and put the student on payroll. Copies will be forwarded to graduate coordinators.
  3. The Department should notify Beverly Aaron if a student should be terminated from payroll.
  4. The student should go to their assigned department to complete the HR paperwork and I-9.

**Please contact the Graduate School ASAP regarding any changes in the student's assistantship status so that we can take the necessary action on our end.**

## Travel Awards

Awards for domestic travel are made by the Graduate School Business Office. Find additional information at: <http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>. **Contact: Sabrina Hardison, 706-542-6244, [sabrinah@uga.edu](mailto:sabrinah@uga.edu).**

## TOOLS FOR SUCCESS.....

Please familiarize yourself with the following items:

- A. **Graduate School Website:** <http://grad.uga.edu>
  1. Under “Future Students” you will find a list to current academic programs. This list includes a brief description of your program and your email contact. If changes need to be made, contact Cheri Bliss at [gradoff@uga.edu](mailto:gradoff@uga.edu)
  2. Everything related to student degree progress after they have enrolled can be accessed from the “Current Students” menu.
  3. The “Faculty & Staff” menu links to the Graduate Coordinator’s Handbook, Graduate Council agenda, minutes, member info and meeting dates, and listserv archives.
- B. **Grad Coordinators link:** <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/>
- C. **Coordinator’s Handbook** (Policies, procedures from admission through graduation): <http://grad.uga.edu/wp-content/uploads/2013/05/handbook.pdf>
- D. **Graduate Bulletin** (Continuous Enrollment Policy, Leave of Absence, Extensions): <http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>
- E. **Departmental Graduate Handbook (if you don’t have one, you should):**
  1. Updated and customized for your program
  2. Post on your website for students and faculty
  3. Should include detailed expectations on
    - i. scholarship, research, professional standards
    - ii. awarding/continuation of assistantships (RA, TA)
    - iii. satisfactory progress, annual reviews
    - iv. detailed policy for comprehensive exam procedures/retakes (if applicable)
    - v. detailed policy for dismissal

### For Questions about....

Specific students, deadlines, forms, enrollment contact us at [gradinfo@uga.edu](mailto:gradinfo@uga.edu) or call 706-542-6300.

Policies and exceptions to policies contact Cheri Bliss, Director [gradoff@uga.edu](mailto:gradoff@uga.edu) or call 706-542-6300.

### Assistantship Competitions....

To nominate and review Presidential Fellows and Graduate School scholarships, please use the following link: <https://gradstatus.uga.edu/>

## **FINAL THOUGHTS**

The most effective coordinators are those who make an effort to be involved with their students and stay up-to-date on policies and procedures.

It is extremely important to your prospective and current students that they be able to identify a faculty member as the official point of contact for your program. Your coordinator assistants are invaluable resources, but they can't/shouldn't take your place.

We want you to be successful. Let us know how we can help you. Don't hesitate to ask for clarifications or recommend suggestions, as we are always working to improve our services.