

Essential Information for New Graduate Coordinators

University of Georgia

Revised August 2020



Graduate School
UNIVERSITY OF GEORGIA

GRADUATE SCHOOL

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 Program 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
Attend 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
<p>Dr. Ron Walcott Interim Dean</p>	<p><i>Leadership:</i></p> <ul style="list-style-type: none"> - 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 <p><i>Chief of Operations:</i></p> <ul style="list-style-type: none"> - Oversees divisions of the Graduate School 	<p>706-542-6392 graddean@uga.edu</p>
		<p>Robin Bingham (Dean’s Office) 706-542-6392 rbingham@uga.edu</p>
<p>Dr. Meredith Welch-Devine Interim Assistant Dean</p>	<p><i>Faculty Relations/Student Affairs:</i></p> <ul style="list-style-type: none"> - Handles issues/concerns related to graduate students/programs in consultation with graduate coordinators/program administrators - Handles requests for extension of time and exemption to GS policy - Liaison with Legal Affairs/EOO <p><i>Program Management:</i></p> <ul style="list-style-type: none"> - Graduate Council committees <ul style="list-style-type: none"> • Program (proposal review process) • Appeals <p><i>Student Funding Opportunities:</i></p> <ul style="list-style-type: none"> - Presidential Graduate Fellows - GREAT - GAIN - Dissertation Completion - Graduate School Scholarships - Regents out-of-state tuition waivers for domestic students (<u>OGE handles international</u>) <p><i>Compliance:</i></p> <ul style="list-style-type: none"> - SACS, USG 	<p>706-542-6002 mwdevine@uga.edu</p>
		<p>Olivia Myers (Dean’s Office) 706-542-6394 olmyers1@uga.edu</p>

<p>Director, Interdisciplinary Graduate Studies</p>	<p><i>Faculty Initiatives:</i></p> <ul style="list-style-type: none"> - Interdisciplinary degree/certificate programs <ul style="list-style-type: none"> • Provide models for program development • Assist in navigating proposal process - Training grant proposals (e.g., NSF NRT, NIH T32) <ul style="list-style-type: none"> • Review proposals in development • Assist with development of novel training approaches, broader impacts and dissemination methods <p><i>Professional Development:</i></p> <ul style="list-style-type: none"> - Three Minute Thesis competition - GRSC 8200: Communicating Research and Scholarship - IGE grants: Open Science, Creativity <p><i>Student Funding Opportunities:</i></p> <ul style="list-style-type: none"> - Interdisciplinary and Innovative Research Grant - Communicating Research and Scholarship 	
<p>Judy Milton Assistant Dean</p>	<p><i>Professional Development:</i></p> <ul style="list-style-type: none"> - Implement and coordinate graduate professional development opportunities, seminars and workshops with other units on campus - Graduate School Teaching Portfolio - Interdisciplinary Certificate in University Teaching - SoTL Graduate Learning Communities - Emerging Leaders Program - Center for the Integration of Research, Teaching & Learning (CIRTL) programs - Graduate student orientation 	<p>706-542-6086 jmilton@uga.edu</p>

	<p><i>Communications:</i></p> <ul style="list-style-type: none"> - Website: content management, maintenance oversight <p><i>Awards and Student Funding:</i></p> <ul style="list-style-type: none"> - Excellence in Research by Graduate Students - Graduate School Diversity Awards - Outstanding Graduate Mentoring Awards - Summer Doctoral Research Fellowships - Fulbright-Hays Fellowships 	
<p>Cheri Bliss Senior Director, Graduate Student Services</p>	<p><i>Supervises Graduate Student Services operations and staff</i></p>	<p>706-542-6049 cbliss@uga.edu</p>
	<p><i>Other Duties:</i></p> <ul style="list-style-type: none"> - Admissions <ul style="list-style-type: none"> • Maintains/updates online application • Manages department access to Slate and GradStatus • Provides Slate training and GradStatus training to new departmental users - Enrolled Students: <ul style="list-style-type: none"> • Processes leave of absence requests • Processes deadline extension requests • Graduate Commencement committee and ceremony 	
<p>Tonia Austin Brown Senior Director, Business Services</p>	<p><i>Supervises the operations of the Graduate School Business Office</i></p> <p><i>Duties:</i></p> <ul style="list-style-type: none"> - Handle HR needs for the Graduate School in One USG - Accounts payables/receivables - Oversee and award Graduate School domestic travel funding in GradStatus - Oversee NSF GRFP grant for GRFP Fellows - Audit waiver codes for students who are on an assistantship 	<p>706-542-6269 teabrown@uga.edu</p>

	<p>-Work with departments regarding policies related to graduate assistantships</p> <p>-Serve as liaison for departments on campus regarding financial, HR and audit matters</p> <p><i>Workshops:</i></p> <p>- <i>Things to Know</i> workshop for new financial staff on campus, invitations sent out each semester</p> <p>- Voluntary Incentive Program (VIP)</p> <p><i>Student Funding Opportunities:</i></p> <p>- Coordinate funding transfers with department for all Graduate School assistantship awards</p>	
<p>Dr. Lisa Sperling Senior Director, Recruitment & Diversity Initiatives</p>	<p><i>Recruitment:</i></p> <ul style="list-style-type: none"> - On-campus programs <ul style="list-style-type: none"> • Preparing for Graduate School (UGA undergrads) (<i>Fall</i>) • Fall Campus Visit (<i>Fall</i>) • Accepted Students Day (<i>Spring</i>) • Information sessions and presentations - Off-campus recruitment fairs <p><i>Diversity Initiatives:</i></p> <ul style="list-style-type: none"> - Application fee waivers - On-campus recruitment events <ul style="list-style-type: none"> • Grad School 101 • Funding Grad School 101 • Preparing Diverse Populations for Graduate Admissions • Future Scholars Visitation Program -Off-campus recruitment events <ul style="list-style-type: none"> • ABRCMS, SACNAS, GEM, and HBCU graduate recruitment fairs - Retention programs <ul style="list-style-type: none"> • Gateway to Graduate School Bridge Program • Feeder Program and Assistantship 	<p>706-542-6413 sperling@uga.edu</p>

	<ul style="list-style-type: none"> • Graduate Financial Education workshops - Merit-based assistantships (SREB) <p><i>Support for Departments:</i></p> <ul style="list-style-type: none"> - Recruitment Enhancement Grants - Strategic recruitment planning & goal setting • Strategic recruitment emails (CRM) • Present workshops for departmental recruitment events • Recruitment packets and marketing tokens 	
<p>Dr. Andrew Crain Director, Experiential Professional Development</p>	<p><i>Career Development:</i></p> <ul style="list-style-type: none"> • Support graduate student career planning in industry, government, and non-profit. • On-campus and off-campus internships • Life Science Industry Day • Company site visits • Workshops, alumni panels, career symposia, and job simulations • Related online resources (Aurora, Interstride, and @UGAGradCareers) for graduate students 	<p>706-542-6298 acrain@uga.edu</p>
<p>Dr. Robert Scott Director, Special Projects</p>	<ul style="list-style-type: none"> • Design and implementation of the new recruiting/application/admission system, Slate • Improving Graduate School communication channels • Organization and communication of Graduate School policies and policy changes • Encouraging graduate student use of UGA Elements and ORCID 	<p>706-542-6128 rscott@uga.edu</p>

	<ul style="list-style-type: none"> • Data-driven improvements in graduate enrollment management 	
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THINGS YOU'LL NEED TO KNOW ABOUT....

ADMISSIONS

Graduate Admissions [information](#) and [deadlines](#) are posted on our website:

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 (Slate). Used by applicant, Graduate Admissions, approved department users.
- B. Slate–applicant review 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 in Slate Reader. Approved faculty can be assigned reader or reviewer role to review files.
 - c. Graduate Coordinator or Assistant submits departmental recommendation for accept or refuse.
 3. Used by Applicants as follows:
 - a. To submit application and application materials for consideration
 - b. To check application status via applicant portal
 - c. To view decision status
 - d. To respond to decision of offer of acceptance
- C. 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 Slate.
- B. Day 1: Department can view application in Slate as soon as application is submitted and application fee is paid.

- C. Day 2: Application is uploaded to Banner. Email sent to the applicant from EITS with information on setting up the MyID.
- D. Graduate Admissions continues to update the applicant file as documents arrive.
- E. When all Graduate School requirements are complete, the application will move to the Program Pre-Screening bin in the Slate Reader.
- F. Graduate Coordinators and Assistants will need to determine the appropriate process to review applications in the department. More details will be given during Slate training.
- G. After application review, the Graduate Coordinator or Assistant can submit a recommendation to admit or deny.
- H. Each day the Graduate Admissions office will look for applications ready for decision. 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 via the applicant status portal.

Additional Steps for International Applications

- A. Accepted international applicants must submit proof of funding to the Office of Global Engagement.
- 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 Global Engagement.
- C. If an international applicant has been offered an assistantship, the department must submit a copy of the offer letter to the Office of Global Engagement.
- 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](#).
 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 the [Student Forms](#) page.
- 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](#).
- 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:**
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. The Electronic Thesis and Dissertation Submission Approval Form must be submitted at the same time in Grad Status.
 5. 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 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**
- B. Students must receive the assistantship for the entire semester in order to keep the exemption code and receive the tuition waiver. This means that a student must be on an assistantship on or before the first day of class and up to the last day of class. **Contact: Graduate School Business Office Staff, gsfinanc@uga.edu**
- C. Emails requesting that departments enter waiver codes will be sent to graduate coordinators and business administrators three times a year (fall, spring, & summer). The students' information should be uploaded into [GradStatus](#) by the departmental representative.
- D. Requests to change or add exemption codes should also be done in GradStatus.
- E. Satisfactory Progress verification forms are sent out to the graduate coordinator through GradStatus each semester for students who are on a Graduate School assistantship. **Contact: Tiffany Drayton, tdrayton@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 hours but no more than 20 hours per week. **At no time can a student be on UGA payroll for more than 20 hours while on a graduate assistantship.**
- 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 their student is non-compliant. In addition, departments receive a non-compliant report each Tuesday that allows them to monitor their students as well.
- I. Summer Term: All departments must submit a Summer Commitment form for all student who will receive a tuition waiver during the summer. **Contact: Tiffany Drayton.**
- J. All departments must use the approved graduate assistantship offer letter template when making an offer of assistantship to new and returning students. Assistant templates can be found on our website: <https://grad.uga.edu/index.php/faculty-and->

- staff/assistantship-templates/ **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, GREAT, GAIN, DCA) should be forwarded to gsfinanc@uga.edu or **contact: Business Office Staff.**
- 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 seek approval to use courses within their department to meet this requirement (**contact: gradassociatedean@uga.edu**). 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:** Departments will be contacted by a representative of the Graduate School's business office to coordinate the transfer of funding for students who have been awarded an assistantship from the graduate school. The department is responsible for creating a position through Human Resources and making sure the student is paid accordingly. **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 Woods, 706-542-6244, sabrinah@uga.edu.~~

Due to the COVID-19 pandemic and associated budget impacts, the Graduate School will not be offering travel awards for the 2020-2021 fiscal year.

TOOLS FOR SUCCESS.....

Please familiarize yourself with the following items:

- A. **Graduate School Website**
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
 2. Everything related to student degree progress after they have enrolled can be accessed from the "[Current Students](#)" menu.
 3. The "[Faculty & Staff](#)" menu includes links to the Graduate Council agenda, minutes, member info and meeting dates; funding information and assistantship templates; and information on Graduate Program Faculty.
 4. The **Grad Coordinators page** includes links to the Coordinator's Handbook, listserv archives, and information on scheduling oral exams and defenses.
- B. **Graduate Coordinator's Handbook**

- C. [Graduate Bulletin](#) (Continuous Enrollment Policy, Leave of Absence, Extensions):
- D. *Your Departmental Graduate Student Handbook (if you don't have one, you should):*
 - 1. The Graduate School provides a [template](#) that you can customize 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 or call 706-542-6300.

Policies and exceptions to policies – contact Cheri Bliss, Director gradoff@uga.edu or call 706-542-6300.

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.