Policy/Procedure Updates

- Doctoral Graduation Processes
  - Defense application deadline: 2 weeks prior to defense
    - Approve in GradWeb only; no need to send signed PDF
  - Committee post-defense approvals now in GradWeb
  - ETD submission deadline: 2 weeks after defense
  - Doctoral statement of completion now in GradWeb

- Advancements: Approve online; no signed PDF

- Revised ETD Style Manual Coming Soon

- $15 Petition Fee Eliminated

Updates Under Consideration

- MA Language Requirement

- Generic Courses as Degree Requirements
  - Current UO policy: Generic courses may not be required for a degree
  - Working with UOCC/Senate on solutions

Division of Graduate Studies Name Change

- Please update departmental materials (websites, handbooks, etc.) with the new name of the division.

- Start using graduatestudies@uoregon.edu (gradsch@uoregon.edu is still active for now)

Doctoral Graduation Process (modified)

Step	Purpose	Details	Deadline
Application for Advanced Degree	Signals student's intention to graduate; creates Banner record of degree application	• Student submits in GradWeb	Prior to defense application; dept override required if after week 2
Application for defense	Sets date, time, room, confirms committee has agreed	• Student submits in GradWeb • Committee approves in GradWeb • Grad Coord. approves in GradWeb	2 weeks before defense date
Post-Defense Committee Approval	Confirms successful defense; entrusts any remaining revisions to committee chair	• GS emails instructions 2-3 days before defense • Each committee member logs in to GradWeb to confirm successful defense	2 weeks after defense
Final Committee Approval of Dissertation	Confirms all revisions have been made and chair approves final draft	• Chair logs in to GradWeb to confirm successful defense AND approval of final dissertation	2 weeks after defense
Dissertation	Final requirement for doctoral degree	• Student uploads to ProQuest • GS reviews format, notifies student of any required corrections • Student revises and resubmits • GS approves and submits to ProQuest for publication	2 weeks after defense
Statement of Completion	Confirms that student has met all other departmental degree requirements	• Grad Coordinator submits SOC in GradWeb (same as Master's SOC process)	Tuesday after grading deadline (Dec. 21st for Fall 2021)

Deadlines: gradschool.uoregon.edu/academics/completing-degree

Master's Graduation Process

Step	Purpose	Details	Deadline
Application for Advanced Degree	Signals student's intention to graduate; creates Banner record of degree application	• Student submits in GradWeb • Must withdraw and reapply to change graduation term	Friday of week 7 (dept override required after week 2)
Thesis	Final requirement for master's degree	• Student uploads to ProQuest • Advisor signs Thesis Approval Form • GS reviews format, notifies student of any required corrections • Student revises and resubmits • GS approves and submits to ProQuest for publication	Monday of Finals Week
Terminal Project	Final requirement for master's degree	• Subject to dept policies/procedures; does not come to Division of Grad Studies	By end of term or earlier (set by department)
Statement of Completion	Confirms that student has met all other departmental degree requirements	• Grad Coordinator submits SOC in GradWeb only **after all departmental requirements are met**	Tuesday after grading deadline (Dec. 21st for Fall 2021)

Deadlines: gradschool.uoregon.edu/academics/completing-degree

Modified Approval/Signature Process Continues

- Email approvals from a UO email address will be accepted in lieu of signatures.

- Whenever possible, the signer should forward the form as an attachment with a brief statement of approval.

- If the signer is not able to include the attachment, the approval statement should describe what it is they are approving and the name of the student, e.g., "I approve of the petition to waive final term registration for John Smith"

Further details at: gradschool.uoregon.edu/covid-19-revised-procedures

Current Student Awards & Scholarships

graduatestudies.uoregon.edu/funding/awards

- Most deadlines are Feb. 15th
- Apply through UO Scholarship Dashboard
- Some require dept. nomination
- Dissertation fellowships offered:
  - UO Doctoral Research Fellowship
  - Lokey Science Fellowships
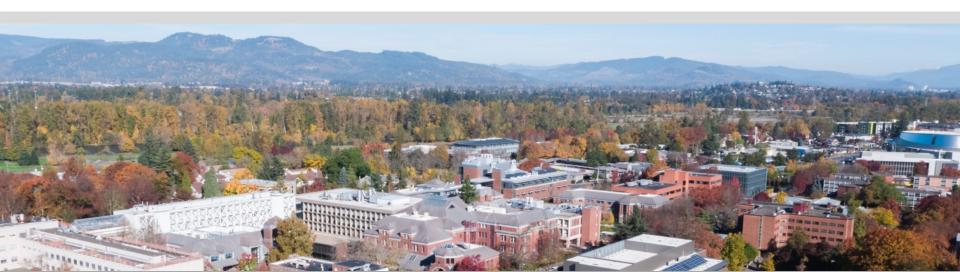 - School/College-Specific Fellowships

Special Assistance Funds

https://graduatestudies.uoregon.edu/funding/special-assistance-funds

- Graduate Student Assistance Fund

  - New child, medical issues, childcare expenses

- Jesse M. Bell Graduate Loan

  - Up to $500 with 30, 60, or 90 day repayment

- HEERF Funds (https://financialaid.uoregon.edu/HEERF)

  - Up to $3,000

  - Domestic: No application process; automatically applied to student account

  - International students: Apply online

Admissions Updates

- Program Offer Letters
- Covid Precautions & Student Visits
- Recruitment Awards
- Slate "Insight" CRM

Offer Letters

New this year:
- Level of GE appointment must be specified in offers with GE funding attached

- Response deadline for applicants accepting offer must be specified, even in the case of no funding

Same as last year:
- *Must conform to Division of Graduate Studies specifications and submitted for review and approval prior to sending*
- Templates provided – please email lesleyyp@uoregon.edu if you are in need of templates
- Letters required for all types of offers your program will issue (no funding, GE, other scholarship/financial support)
- Submit via Qualtrics: https://oregon.qualtrics.com/jfe/form/SV_dovTnL56LdbTRtA
- Due NO LATER than December 1st

Covid Precautions & Student Visits

When inviting students for on campus visits and/or interviews, use the [Visitor Campus Guidelines](#).

- Programs may not require that visitors submit proof of vaccination.

- Programs may send information about symptom self-checks and mask coverings to visitors.

Recruitment Awards

The Division is working on final details related to Recruitment Awards for AY 22-23.

You'll receive an email next week with more information about what we're able to offer this year!

Slate "Insight" CRM Update

Tentative Timeline

- Feedback on program apps (Winter)

- User Acceptance Testing (Spring)

- Go live for admissions estimated for late summer.

- Major milestone: DGS has hired an Operations Analyst to assist with this work permanently! They start November 29th.

DuckDocs Update

DuckDocs (OnBase)

- Go live date will be communicated soon!

- User trainings have started:

  - November 9th (yesterday)

  - November 16th

    - Submitter Training: 1-2pm

    - Approver Training: 2:30-3pm

- Continue submitting winter PRFs in DuckDocs (Perceptive)