UNIVERSITY

OF OREGON

Graduate School

Graduate Coordinator Handbook

Updated 01/2021

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Introduction

As a graduate coordinator, many aspects of program management and student progress fall to you. This manual details current Graduate School policy and procedure as it relates to many aspects unique to your role as a graduate program coordinator or other related department personnel. No two graduate coordinator positions are exactly alike in duties – it is the responsibility of your hiring unit to clarify expectations around your role and whether or not you perform the tasks outlined in this handbook.

SUGGESTED ACCESS AND RESOURCES

Technology Access

Graduate coordinators will need or benefit from access to the following programs:

Program	Use	How to request access
GradWeb	A variety of admissions and academic affairs processes.	https://gradweb.uoregon.edu/main/departmentInfo/gradWebAccess.aspx
DuckDocs	Transcript/admissions document viewing, GE appointments.	https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=35489

Banner	Confirming 95#s, retrieving testing scores sent to UO electronically.	https://registrar.uoregon.edu/faculty-staff/banner-access-and-training
Cognos	UO data warehouse and reporting. Some Graduate Coordinators may find this helpful if they are asked to run reports.	https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=78759
Qualtrics	Build, administer and report on surveys.	All UO employees have access upon start of employment. Log in here: oregon.qualtrics.com
Zoom	Hold video/audio meetings with other UO constituents and the public.	All UO employees have access upon start of employment. Log in here: https://uoregon.zoom.us/
Zoom Webinar	Host webinars.	Access to this function must be requested on an event-by-event basis. To request a webinar license for your event, submit a Zoom Support ticket by clicking "Request Help" here: https://service.uoregon.edu/TDClient/2030/Portal/Requests/ServiceDet?ID=42541

Listservs

Graduate Coordinators are encouraged to sign up for the following listservs:

Listserv	What is communicated	How to sign up
Graduate Coordinator (Graduate School)	Updates, reminders, requests from the Graduate School to program level staff.	Email gradsch@uoregon.edu.
GTF Contacts (Graduate School)	Information and reminders about GE payroll and hiring.	Added automatically if when requesting GradWeb access you select the "GE INVOLVEMENT" checkbox. Or email gradsch@uoregon.edu.
Reg-News (Registrar's Office)	General announcements from the Registrar's Office	https://lists.uoregon.edu/mailman/listinfo/reg-news
DegreeNews (Registrar's Office)	Dates, deadlines, upcoming changes, degree awarding information, graduation stats, diploma orders, and other topics impacted by graduation processing	https://lists.uoregon.edu/mailman/listinfo/degreenews
All Campus Advising Association	Mostly undergraduate focused, but sometimes helpful	https://lists.uoregon.edu/mailman/listinfo/acaa

	announcements about opportunities for students.	
Dreamers	Information about supporting undocumented and DACAmented students.	https://lists.uoregon.edu/mailman/listinfo/dreamers

Other Helpful UO Resources

- Graduate School Newsletter: Sent to current students, forwarded automatically to the Graduate Coordinator Listerv.
- Various Academic Resources (libraries, IT, accessible education, etc.)
- Resources for Students
- Resources for Students with Families

Non-UO Resources

- Council of Graduate Schools (CGS): CGS is the only national organization in the United States that is dedicated solely to the advancement of graduate education and research. CGS accomplishes its mission through advocacy in the policy arena, innovative research, and the development and dissemination of best practices. As a benefit of institutional membership, online access to all CGS publications is provided to faculty and staff. Sign up for an account here.
- NAGAP - The Leader in Graduate Enrollment Management: The Mission of NAGAP is to engage and advance Graduate Enrollment Management Professionals by promoting excellence and collaboration through education, research, and professional development.

TRAINING

Training is available through the Graduate School for new coordinators, associated department personnel, and continuing coordinators who may want a refresher or additional guidance in a specific area.

More information about upcoming training opportunities, access request information, and helpful user manuals is available here.

IMPORTANT CAMPUS CONTACTS

The Graduate School is always available as a resource for any issues that may arise in your position related to admissions, student progress, and policy/procedure clarification. The people listed below will likely be your go-to Graduate School contacts.

Padma Akkaraju, Director of Diversity and Inclusion	padma@uoregon.edu	541-346-2867
Sarah Craig, Enrolled Student Support Specialist	scraig@uoregon.edu	541-346-2199

Lisa Howard, Director of Finance and Administration	lhoward2@uoregon.edu	541-346-7632
Chris Jones, Student and Admissions Specialist	cjones14@uoregon.edu	541-346-8457
Jered Nagel, Assistant Dean of Academic Affairs	jnagel@uoregon.edu	541-346-2802
Hannah Schneider-Lynch, Director of Graduate Admissions and Recruitment	hslynch@uoregon.edu	541-346-2806
Lesley Yates-Pollard, Academic Affairs and Admissions Specialist	lesleyyp@uoregon.edu	541-346-5134

Other Campus Units

- International Student and Scholar Services (ISSS)
    - Email: intl@uoregon.edu
    - Phone: 541-346-3206
- Registrar's Office
    - Email: registrar@uoregon.edu
    - Phone: 541-346-2935
- Office of Admissions
- Dean of Students

Admissions

Academic program coordinators are often tasked with the administration of the program's admissions process. This portion of the handbook will provide information regarding each part of the admissions process including relevant Graduate School policies and the use of the GradWeb application management functions.

TYPICAL RESPONSIBILITIES OF GRADUATE COORDINATORS FOR ADMISSIONS

- Applicant/Application Management, such as…
    - Re-sending recommendation notices at the request of the applicant
    - Opening/closing applications
    - Providing waivers of deadlines/program application if desired
    - Making updates to application if needed
    - Downloading and organizing application data for faculty review
    - Using DuckDocs to retrieve and verify official transcripts for applicants
    - Using Banner (SOATEST) to retrieve test scores relevant to program review of applicants
    - Creating review committees in GradWeb and assigning applications to faculty for review

- o Entering admissions decisions and decline/deny decisions in a timely manner
- Communication with Prospective Students/Applicants, such as...
    - o Answering questions related to the completion of applications for prospective applicants to your program
    - o Assisting applicants with navigating proper submission of admissions materials to the appropriate offices
    - o Sending notice of program admissions decisions to applicants
    - o Communicating with applicants regarding missing materials when notified about said materials during the Graduate School's reviews of applicants recommended for admission
    - o Recruitment related functions such as promoting the program, answering questions about the program, or creating collateral marketing materials
- Responding to requests from the Graduate School, such as...
    - o Preparing and submitting offer letters for approval
    - o Submitting website updates for the program's Graduate School Academic Program page.

ELIGIBILITY

Minimum Eligibility Standards for Graduate Admission

- Eligible Degree: The applicant has earned or is in the process of earning a regionally accredited U.S. Bachelor's degree or hold the equivalent credential from a qualifying international institution. We encourage you to review the Degree Equivalency section in this handbook for a guide on assessing international credentials. The degree must be conferred before the first day of the term of admission.
- English Language Proficiency Requirement for International Applicants: A satisfactory proficiency in the English language is required for admission to the University of Oregon. International applicants (applicants with a "Non-Resident Alien" citizenship classification) must show proof of language proficiency through one of the options outlined here.

Note: A program's recommendation of an applicant for admission signals to the Graduate School that the applicant has satisfied all program level requirements. In cases where a program's requirements exceed those of the Graduate School, the program is responsible for ensuring the applicants have met their internal criteria prior to issuing an offer of admission.

Petitions to Waive the English Language Proficiency Requirement for International Applicants

In rare cases, the Graduate School will accept petitions to waive the English Language Proficiency requirement. The petition should come directly from the program and address

the strengths of the applicant – especially as pertains to English language skills – based on the applicant's academic and professional background, the program's correspondence with the applicant (written and oral), letters of recommendation, TOEFL/IELTS sub-scores, and other relevant information. We highly recommend working with the American English Institute (AEI) at UO to conduct video interviews that assess the applicant's ability to converse in English both generally and within the field's academic language.

Any petition requesting an exception for an applicant who has received a TOEFL score of 78 or below, an IELTS score of 6 or below, or has no current test score on file, is required to utilize the AEI interview service. The fee to the program for this service is $50 per applicant. The interview results must be included in the petition. Any applicant granted admission with this exception is required to take American English for International Students (AEIS) placement testing and, depending on the outcome of the testing, coursework during their first year of graduate studies.

Contact Trish Pashby, pashby@uoregon.edu to arrange an AEI interview.

Petitions can be emailed to the Graduate School at gradsch@uoregon.edu.

Transcripts from International Institutions

Applicants with degrees from international institutions must provide, upon application, certified official transcripts/true copies *and* certified English translations of all college or university work where a degree was earned.*

Official degree/graduation certificates with certified English translations are also required if the degree and conferral date do not appear on the transcripts. Required documents must be submitted via one of the acceptable methods of submission, outlined here.

*If the documents are issued directly from the institution in English, rather than the native language, we do not need them issued in the native language as long as we receive an unofficial copy of the degree/graduation certificate in the native language, if requested.

Each country varies in the language they use for these documents. A good resource for determining the practices of a particular country is World Education Services (WES).

In rare cases, an exception to the transcript requirement can be given, but only after a best effort has been made by the applicant to obtain credentials in the required format. Apostille may be used as an alternative for countries unlikely to transmit documents directly from institution to institution. These include: Russia, Ukraine, Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, and Moldova. Apostille is not fool proof since it only verifies the authenticity of the person signing off on the official documents, not the authenticity of the document itself. Please put the applicant in touch with the Graduate School if they express difficulty meeting our transcript requirement.

[WES](#) offers an International Credential Advantage Package (ICAP) that includes authenticated transcripts and detailed evaluation reports. The Graduate School accepts this package in lieu of original transcripts and translations sent from the institution.

Translations for International Transcripts

If the previous institution does not provide English translations:

- Applicant should contact their embassy/consulate to determine if they provide this service.
    - U.S. Department of State – List of Embassies: http://www.usembassy.gov/
- Applicant should seek a professional translation service:
    - [American Translators Association](#)
    - [University Language Services, Inc.](#)
    - As a last resort, an applicant may translate their own transcripts and have a UO faculty member (from the relevant language department) sign off on the translations by comparing them to originals in UO's possession. This is contingent on Graduate School approval and the availability of relevant faculty.

Degree Equivalency – Assessing International Credentials

If you have any questions about whether an applicant's international degree meets the Graduate School's degree requirement, please contact the Graduate School for preliminary credential analysis. It is best to verify degree equivalency *before* recommending the applicant admission through the program.

Keep an eye out for the following degrees:

- **Three Year Bachelor's degrees:** UO does not automatically consider a 3-year Bachelor's degree to be equivalent to a regionally accredited U.S. 4-year Bachelor's degree.
    - **Example Countries/Areas that offer 3-year degrees not equivalent to a 4-year bachelor's degree:** Australia, New Zealand, Canada, India, United Kingdom and other Bologna-compliant European countries, Gabon, South Africa, Latin America, Pakistan, Bangladesh, Nepal, Philippines. Note that many of these countries *also* offer 4-year Bachelor's degrees.
- **Bologna Degrees:** Degrees earned under the Bologna system are assessed on a case-by-case basis.
- **Three Year Bachelor's Degrees from India:** The Graduate School considers three-year Bachelor's degrees from India to be equivalent to a regionally accredited four year U.S. Bachelor's degree, without requiring an external credential evaluation, *if the degree is*: Awarded in the First Division **AND** Awarded by an [NAAC Grade "A" accredited university](#).

External Degree Evaluation

If a program has a strong applicant that has an international 3-year degree that the Graduate School assesses as not equivalent to a 4-year U.S. Bachelor's degree, the

applicant can pursue an official credential evaluation from any NACES Member. World Education Services or Educational Credential Evaluators are the two most commonly chosen companies.

The evaluation must be sent directly to the Graduate School from the evaluating agency and regular transcript requirements still apply. The applicant is eligible for admission if the evaluation assesses the degree as equivalent to a regionally accredited U.S. 4-year degree.

Note: WES offers an International Credential Advantage Package (ICAP) that includes authenticated transcripts and detailed evaluation reports. The Graduate School accepts this package in lieu of original transcripts and translations sent from the institution.

ADMISSIONS CYCLE

Admissions Related Deadlines

Deadline Type	Timeline
Submit program's acceptance letter/funding offer letter for review and approval	Submit in fall term for the next admission cycle. Programs will be prompted with specific steps and deadlines via the Graduate Coordinator Listserv.
Submit updates to your program's Graduate School academic program page	Summer term. Programs will be prompted with specific steps and deadlines via the Graduate Coordinator Listserv.
Program application deadline	Varies: Programs set application deadlines and inform the Graduate School so that they can be updated on our website. Program deadlines must be at least 30 days prior to the first day of the term of admission.
Deadline to admit students for a particular term	10 business days prior the beginning of the term, however, admitting very close to the start of the term is not advised, especially for international students who will need a number of weeks to make necessary arrangements. Last minute exceptions can be made, contact the Graduate School as needed.
Deadline to enter decline/deny decisions into GradWeb	At least one day prior to start of term of admission. Programs should aim to update these decisions regularly and not wait until the last moment to batch update.

Basic Progression of an Admissions Cycle

- Program opens applications for a specific term of admission and sets an application deadline.

- Applications open period ends.
- Programs aggregate and review pool of applicants. Review/committee processes differ by program and can range from one review committee assessing all applicants to many separate review committees reviewing specific sets of applicants based on interest area, faculty advisor preferences, or other program specified criteria.
- Programs submit admission decisions to the Graduate School via GradWeb for final admission decision.
- Graduate School processes denials and either approves recommendations for admission or notifies departments of missing materials.
- After a student has been fully admitted:
  - Domestic Admits: Approved admits receive official letter of admission via email. This email includes their PAC number.
  - International Admits: Routed to International Student and Scholar Services where they are prompted to submit proof of financial verification and move through the visa process.
  - Students receive access to the Graduate School's Graduate Student Orientation materials available in Canvas through the community.uoregon.edu site.

Application Process

To be considered for admission to graduate studies at the University of Oregon, applicants must complete the following steps.

1. Submit Graduate School and Departmental Applications
   a. All applicants are required to fill out Graduate School application (GradWeb)
   b. Some departments require an additional application. Sometimes this is incorporated with the Graduate School application as the "Departmental" portion, other times the application is separate.
2. Pay the application fee and any fees associated with the program application if the program charges a separate fee.
3. Transcript Requirement: Transcripts should be sent to the University according to the instructions on our website. Note that applicants with transcripts from international institutions may need to take additional steps, depending the format in which their documents are issued.

Additional steps for international applicants:

1. Submit proof of English Language Proficiency.
2. Submit financial verification: International Student and Scholar Services manages this portion of the process. Detailed information can be found on their website.

Admissions Flow Charts

The following are flow charts for both domestic and international admissions. These visual aides are meant to demonstrate the path an application takes from recommendation for admission to final approval and are helpful in understanding where an application is in the process, what materials may be holding up the approval of an application, and who to contact with questions during each stage of the process.

Domestic Admissions Flow Chart

Department Approval → Graduate School Approval

Department Approval:

To submit departmental recommendation for admission:

Navigate to: GradWeb>Online Apps>Review Apps>View All

Select applicant(s) and scroll to bottom of page. Select "Submit Decisions"

To check application status after **submitting to GS: GradWeb>Online Apps>Decisions>Admission Offered**

Applicants who have been offered admission by the program are broken down into three lists on this page.

Departmental Decision Provided: the application is in the Graduate School's queue.

Pending: the Graduate School has requested additional documentation.

Graduate School Approval: the applicant has been fully admitted. Domestic applicant letters generated w/in 1 business day.

Note: Once the Graduate school has emailed the department to indicate that we are missing transcripts, the GS will only revisit the record if:

1. Applicant sends transcripts directly to GS.
2. GS is notified by Dept to review transcripts added to DuckDocs. (If the applicant had transcripts sent to OA/RO/Dept.)

Graduate School Approval:

Graduate School reviews admission recommendation within 10 business days of department approval. GS does not admit the applicant until the three points below have been resolved. If GS review determines that additional information is needed, GS emails department to notify them. Department notifies student.

Verifies:

1. Applicant meets minimum degree equivalency
2. Applicant has submitted official transcripts

Checks:

3. Whether or not the applicant is already enrolled in a graduate program or has already been admitted to a graduate program. If yes, contacts applicant to determine if they are planning to pursue concurrent degrees.

Upon approval, the GS enters final decision in Banner and orders admission letter to be emailed. The admission letter is emailed within one business day.

Packet includes official offer of admission and Personal Access Code (PAC) used to log into DuckWeb.

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International Admissions Flow Chart

Department Approval → **Graduate School Approval** → **International Student and Scholar Services**

To submit departmental recommendation for admission:

Navigate to: GradWeb>Online Apps>Review Apps>View All

Select applicant(s) and scroll to bottom of page. Select "Submit Decisions"

To check application status after submitting to GS: **GradWeb>Online Apps>Decisions>**Admission Offered

Applicants who have been offered admission by the program are broken down into three lists on this page.

Departmental Decision Provided: the application is in the Graduate School's queue.

Pending: the Graduate School has requested additional documentation.

Graduate School Approval: the applicant has been fully admitted. International applicants are at the International Student and Scholar Services step. No updates are made in GradWeb by ISSS.

Assistant Director And SEVIS Manager contact information:

Becky Megerssa
sevis@uoregon.edu

Graduate School reviews admission recommendation within 10 business days of dept. submission. GS does not admit the applicant until the four points below have been resolved. If GS review determines that additional information is needed, GS emails department to notify them. Department notifies student.

Verifies:

1. Applicant meets minimum degree equivalency
2. Applicant has submitted official transcripts
3. Applicant meets English Language Proficiency requirement

Checks:

4. Whether or not the applicant is already enrolled in a graduate program or has already been admitted to a graduate program. If yes, contacts applicant to determine if they are planning to pursue concurrent degrees.

Upon approval, the GS enters final admission decision in Banner, which prompts email admit letter to be sent within one business day.

ISSS receives GS admission decision.

1. Verifies evidence of financial resources. Contacts applicant if missing.
2. Creates I-20 (or Transfer-In)
3. Assemble Admit Packet
   - Admit letter
   - I-20 or Transfer-In Form
4. Emails student with mailing options for admit packet.
   - Express mail: Student or department pays. Departments can email sevis@uoregon.edu if they are interested in paying for express mail.
   - Regular airmail: UO pays.

Deferral

Deferral policies vary by program. Applicants must work with their prospective program to determine whether deferring admission is a possibility.

A deferral guarantees admission for a future term. Programs who grant deferrals waive the departmental portion of the application, though the UO application is still required for the future term. Programs must have a standard process for determining whether they would grant a deferral for a future term. For example, the program should decide whether they automatically grant deferrals for anyone who asks, or if they are only granted under certain circumstances. The program should also communicate to the applicant the timeframe in which the deferral is valid, e.g. a student offered Fall 2019 admission is granted a deferral for Fall 2020 admission.

Programs are responsible for communicating the details of the deferral process to the applicant. The Grad School's policy on deferrals is communicated to applicants on the Grad School's website:

https://gradschool.uoregon.edu/admissions/how-to-apply

https://gradschool.uoregon.edu/admissions/new-students-orientations/admitted-students

Instructions:

Original Application

Mark the original application as "Declined (not coming)" in GradWeb. This indicates that the applicant was offered admission for the original term but is not planning to enroll.

Waiving the Departmental Application for the Future Term

Waiving the departmental portion of the application in GradWeb allows an applicant to apply without seeing the department specific questions (including Letters of Recommendation).

Any staff member with full access to the Online Apps module in GradWeb can waive the departmental portion of the application.

Navigate to Online App > Admin > Waive Department App and follow the prompts. As part of this process you will create a username for the applicant.

You must provide the username to the applicant and instruct them to use it when creating a new application. They will be able to select their own password when they apply.

Opening the Application for a Specific Applicant

To open the application for a future term for a specific applicant, navigate to Online App > Admin > Manage Deadlines > Override Deadlines and follow the prompts. As part of this process you will create a username for the applicant. You must use the same username as the one you created when waiving the departmental application, if you have done so.

You must provide the username to the applicant and instruct them to use it when creating a new application. They will be able to select their own password when they apply.

Application Fee

The Graduate School does not waive the application fee for applicants who are deferring. Applicants may qualify for a fee waiver or discount using our standard options: https://gradschool.uoregon.edu/applicationfeewaivers.

Note: The Graduate School has amended our deferral policy for deferrals for Summer or Fall 2020. Students deferring their Summer or Fall 2020 admission to Winter, Spring or Summer 2021 will be eligible for an application fee waiver for their deferral application.

If your program wishes to pay the application fee on behalf of the applicant(s), the $70 (domestic) or $90 (international) application fee must be JV'd to Index Z5IRAF/account 01712.

After the JV has posted, send the following information to the Graduate School (gradsch@uoregon.edu):

JV#

Applicant username

Reapplication

Applicants who wish to reapply for consideration in a future term of admission and who are not being offered a deferral must apply through the standard application process. If the applicant requests to use one or more of their previously submitted Letters of Recommendation, and the program determines that it is appropriate, follow the instructions below to transfer letters to the new application.

Instructions:

Original Application

Mark the original application as "Declined (not coming)" in GradWeb. This indicates that the applicant was offered admission for the original term but is not planning to enroll.

Transferring Letters of Recommendation to New Application

Instructions to applicant:

When filling out the Letters of Recommendation section of the admissions application, fill out the name(s) of the recommenders whose previous recommendation you will be using.

Check the box "This letter will not be sent online." When this box is checked, the recommender will not receive an email prompting them to submit their recommendation.

Instructions for program staff:

Once the applicant has submitted their application:

 Locate & Download Letter(s) of Recommendation

1. Online Apps>Reports and Analysis>View Archives
2. Select the applicant's original term of admission>View
3. Locate the applicant's name and click on the blue username link
4. Go to Letters of Recommendation Tab
5. Click the blue hyperlink for the document and download
     a. If the recommender typed in their letter, copy the text and save it as a word document

Attach the Letter(s) of Recommendation to the New Application

1. Online Apps>Apps by Major>View All
2. Select the applicant's login
3. Go to Supporting Documents tab
4. In the "Additional Documents" section, select "Letter of Recommendation" in the "File Type"
5. Choose the recommender with which to associate the file
6. Click browse to find the file
7. Click "Add Document"

Application Fee

Applicants who are reapplying must pay the application fee, unless they qualify for a fee waiver or discount using our standard options:
https://gradschool.uoregon.edu/applicationfeewaivers.

If your program wishes to pay the application fee on behalf of the applicant(s), the $70 (domestic) or $90 (international) application fee must be JV'd to Index Z5IRAF/account 01712.

After the JV has posted, send the following information to the Graduate School (gradsch@uoregon.edu):

JV#

Applicant username

GRADWEB AND OTHER RELEVANT SOFTWARE

GradWeb Application Dashboard Overview

The image above is an example of the application dashboard available to programs in GradWeb. This screen helps staff easily navigate through their active applications and can be accessed by clicking on the words 'Online Apps'. Functions of all the areas provided on the dashboard are shown above.

The 'Online Apps' link in the upper navigation bar contains many useful tools and additional views beyond the basics listed in the dashboard. Hovering over the words 'Online Apps' in the navigation bar shows a box with many additional application management links and tools. A screenshot of the hover menu appears below. It has six sections, which mirror some of the information on the dashboard view but also contain additional links for generating reports, application maintenance, and recommendation management.

Some of the most frequently used links in this menu are:

Reports and Analysis → Decision Support Tool – this allows you to customize and run your own query of application data that can be opened in Excel or another spreadsheet program as needed

Reports and Analysis → Data Download – this allows you to download data for applications within a certain application year that can be opened in Excel or another spreadsheet program as needed

Reports and Analysis → View Archives – this allows you to access archived applications from past application years. If an applicant from a previous application year would like to submit another application, but use the recommendations or other attachments from a previous application, those can be downloaded from the past application here.

Admin → Manage Committees – this allows you to create and change review committees for your program in order to assign applications for review according to your program's specifications.

Admin → Manage Deadlines – this allows you to set application open/close periods, provide application deadline overrides, and view overrides given for a specific application term.

Admin → Department Checklist/Department Application – respectively, these allow you to change what an applicant can see in the GradWeb checklist after they've completed an application and log back into their account, and to update the questions on the department application if needed.

Admin → Waive Department App – if the department app is turned on for your program in GradWeb, this would allow you to provide a specific login name with a waiver of the need to fill that out in order to submit their application. One reason to do so would be in the event that your program offered an applicant from a previous application cycle a deferred start and are not requiring they fill out the full application again.

Admin → Archive Apps – this allows programs to archive completed applications from previous years to re-set the dashboard between application cycles.

Recommendations → Add Referee – this allows programs to add references to an already completed application at the prospective student's request.

Recommendations → Resend Recommendation – this allows programs to update referee details and/or resend notices to selected references in the event they were unable to retrieve the email.

GradWeb Reporting Tools

GradWeb has a number of reporting tools available for staff to use in exporting and working with admissions data.

Database Imports:

Data Download - All Graduate School application fields pulled into excel/notepad file (Personal Information & Academic History)

Data Download (New Format) - All Grad School and Department app fields pulled into excel/notepad file

Data Download (Incomplete Apps) - All Grad School and Department app fields pulled into excel/notepad file for INCOMPLETE applications

Old Data Files - Saves all reports you have downloaded in past and allows you to pull them again in either the New or Old format.

Old Data Files (Incomplete Apps) - Saves all reports you have downloaded in past and allows you to pull them again.

Admission Decision-Making Tools

Ratings Report - This report allows you to pick a term and view a list of applicant ratings based on the average ratings provided by faculty. Applications are by default sorted by

their ratings and can be sorted by last name by clicking on the "Last Name" header. You can also filter this report to view applications rated by a specific admission committee.

- Export to Excel – exports the screen
- Detailed Report – Login, Last Name, First Name, Term, Degree, Date, Number of Faculty (that rated applicant), Average Rating, Faculty Ratings, Faculty Comments.
  - Can Export to Excel

Saved Reports - Saved Reports from Decision Support Tool: Date Saved, Report Name, Report Description, View Report, Edit, and Delete.

If you have saved a report and want to re-use it, navigate to Online Apps>Reports & Analysis>Saved Reports

- Edit Template – prepopulates that particular report as you last saved it.
  - Can run as is or make changes (term change most likely)
- Click "View Results"
- At this point you can click "Edit Template" on top right in case you want to modify after looking at your results.
- "Save Report" drops down two options: Save Report & Save As
  - Ability to change Report Name and Report Description
  - **Save Report** will replace existing file with any changes you have made (even if you change the name of the report) – will show same save date as original document. A warning will pop up when you select this option and change the report name to ensure you intend to replace the existing file.
- **Save As** will create a new report with any changes made to original template. Will show current saved date.
- We recommend that you create your templates, save them with a general Report Name, and then those with actual data you run should be saved with more descriptive Name such as "Fall 2015 – GREs."

Decision Support Tool (DST) -

If you have not yet saved reports created using the Decision Support Tool, you can begin using the tool by navigating to Online Apps>Reports & Analysis>Decision Support Tool. Run a report and Save.

Must have Department-Specific Items marked as Reportable under Online Apps > Admin > Departmental Application > Select Questions. Otherwise, they won't show in your DST Departmental Application Fields.

You can indicate which fields you want to show on your report by selecting the checkbox. You can filter based on certain criteria by dragging it over to the right sidebar "Select Filters & Groups."

You can also now view or sort by admission decision. This is a useful tool for reporting and reflecting on admission criteria.

Other Relevant Software

Banner

- SOAIDEN – searches for 95#s for your applicants, can help identify applicants that may have materials under multiple 95#s (common reasons for multiple ID numbers are hyphenated last names, names with special characters, and name changes)
- SOATEST – TOEFL and GRE scores reported electronically can be found in SOATEST

DuckDocs (OnBase)

- DuckDocs stores all official documentation received by the UO in regard to admission. You can search DuckDocs for transcripts, paper test scores, admissions correspondence, and degree certificates/diplomas. Searches can be conducted by name or 95#.

ADMISSIONS FAQS

How would the Graduate School evaluate this degree from an international institution?

If you have questions related to the admissibility of an international student based on their educational credentials, please contact the Graduate School directly or direct the applicant to do so. We can provide a preliminary credential evaluation for the applicant. It is helpful for the applicant to include scans of their transcripts/degree certificates and to provide us with the name of their institution, the name of the degree they (will) hold in both English and the original language and the year the degree was/will be awarded.

Are TOEFL/IETLS waivers possible? Do applicants who can provide a certificate of English as mode of instruction qualify for an exemption?

Certificates of English as a mode of instruction do not qualify applicants for a waiver of the TOEFL/IELTS requirement. Bachelor's degrees or higher from the US, UK, Ireland, Canada (except Quebec), Australia, and New Zealand meet the English Language Proficiency Requirement. If the program wishes to admit a student with a sub-standard score or no score on file, they may request a waiver of the English Language Proficiency requirement on behalf of the applicant. More information is available in the "Petitions to Waive the English Language Proficiency Requirement for International Applicants" section, above.

Can I reverse a decline/deny decision in GradWeb?

Yes, you can enter an 'offered admission' or 'accepted offer' decision in GradWeb even after you have entered a decision denying admission or the applicant has previously

declined the offer. Upon doing so, please contact the Graduate School with their name and 95#, as it will help us expedite changes to the applicant's admissions record.

Can a fee waiver be applied to an application after the application has been started?

Yes, if an applicant missed or did not correctly answer the fee waiver questionnaire, they can contact the Graduate School directly and indicate that they believe they qualify for a fee waiver. We can guide them through the process of sending the appropriate documentation and apply the waiver or discount. We are unable to refund payments made, so we cannot offer a waiver retroactively if an applicant has already paid upon submission of their application.

Are international students eligible for a need-based application fee waiver?

Yes, however they cannot request them through the standard fee waiver questionnaire. We only accept fee waiver requests for international applicants directly from the program. We offer a limited number of such waivers and these should be reserved for cases in which the program has had contact with a prospective applicant and they believe they have financial need such that paying the application fee would be a hardship. More information is available here.

Can a program offer deferred admission?

Yes, a program can offer a position in their program for a subsequent academic year without a re-review of an application to any student they intend to accept but has indicated that they will not be able to attend. See the comprehensive outline in the "Deferrals" section above.

Recruitment

APPLICATION FEE WAIVERS

Graduate School Waivers: The Graduate School offers graduate application fee waivers and discounts for applicants who meet specific criteria. Read more here.

Program Level Waivers: Programs are welcome to pay the application fee on behalf of an applicant or group of applicants.

- One off program level waivers: Follow the steps below to pay the application fee on behalf of a particular applicant. This process must be completed before the applicant submits their application.
    1. JV the $70 (domestic) or $90 (international) application fee to Index Z5IRAF/account 01721
    2. After the JV has posted, email gradsch@uoregon.edu the JV# with the applicant's username, if they have already started the application. If they

have not started an application, the Graduate School will create a
username for the applicant.

- Batch of waivers: The Graduate School issues a program a set of usernames
associated with a waiver and later pays the Graduate School for the number of
usernames used. Contact the director of admissions and recruitment with
questions or to set up a batch of waivers.

NATIONAL NAME EXCHANGE AND MCNAIR SCHOLARS RECRUITMENT LISTS

Each fall the Graduate School receives a national list of McNair Scholars participants and
National Name Exchange (NNE) participants. The Graduate School organizes and
distributes these lists to our programs for their use in recruiting students. McNair and
NNE participants qualify for Graduate School sponsored application fee waivers.

RECRUITMENT AWARDS

Often, Graduate Coordinators are expected to manage the recruitment award nomination
process. Typically they work alongside their DGS or Admissions Chair to gather
nomination materials and submit nominations to the Graduate School. Some award
nominations are submitted through GradWeb and others are managed through Qualtrics.
Detailed information about the nomination process is available on our website for each
award. Read more here.

Academic Affairs

The academic affairs policies and processes are meant to assist in tracking student progress across the duration of their program and ensure timely completion of benchmarks. The processes that take place within GradWeb are much more robust for doctoral students, though some Master's processes are also managed within this program. For full text of policies related to academic affairs, please visit https://gradschool.uoregon.edu/academics/policies.

BASIC FLOW OF ACADEMIC PROGRAMS

Students must meet a variety of milestones throughout their program. Coordinators often track these milestones and in many cases, submit verification of requirements met to the Graduate School via GradWeb. Each department differs in terms of their requirements and who may complete these processes, but often graduate coordinators are the employees completing this work.

Masters

- Application and Acceptance
- Work with program to create degree plan (considerations: required courses, MA/MS, thesis vs. non-thesis)
- Meet minimum residency and degree requirements
- Meet final term registration requirements
- Apply for graduation (deadline 2nd Friday of the quarter)
- Submit statements of completion via GradWeb
- Thesis students submit ETD to ProQuest and complete any requested revisions

Doctoral

- Application and Acceptance
- Work with program to create degree plan that meets credit and residency requirement (considerations: required courses, masters on-the-way)
- Advancement to Candidacy (coordinators submit on behalf of student)
- Declare dissertation committee (coordinators submit on behalf of student)
- Apply for graduation via GradWeb (deadline 2nd Friday of the quarter – student submits)
- Apply for Oral Defense via GradWeb (student submits initial application, coordinator submits department approval for review by Graduate School)
- Defend dissertation and upload ETD by stated deadlines Complete any requested revisions to uploaded dissertation

A SAMPLE STUDENT FILE

Admission Information

Copies of the student's application, any associated testing scores, an admission offer, any GE or departmental award offers, and a formal acceptance of the admission offer are examples of items that might be placed in the student's departmental file. Copies of these do not need to be transmitted to the Graduate School.

Degree Plan

The extent to which degree plans are formalized is determined by the department, though a formalized degree plan can help students stay on track with required courses and aid in confirming all department requirements for receiving a degree are met. These do not need to be submitted to the Graduate School and should remain in the student's department file if applicable.

Results of Competency Exams/Verification of Advancement Requirements Met (Doctoral)

If your program conducts competency exams or similar for Master's students, the results of any such exam can be stored in their student record within the department. These need not be transmitted to the Graduate School.

Doctoral students may advance to candidacy after meeting your department's published advancement requirements and meeting the Graduate School's residency requirement. Departments submit the notice of advancement requirements met to the Graduate School through GradWeb. This process requires approval from the student's advisor as well as the department head or director of graduate studies. A confirmation email is sent when the advancement is approved in GradWeb and a copy of that should be kept for the student's records as well.

Committee

After a student has completed competency exams and/or advanced to candidacy, they should establish their committee, if applicable. Departments may have forms to file to alert the coordinator to a newly formed committee. Master's committees conform only to the department's requirements and need not be transmitted to or approved by the Graduate School. Doctoral dissertation committees will be entered by the department on behalf of the student in GradWeb and must meet the Graduate School's requirements for dissertation committee composition.

Defense

All doctoral students must hold a public defense of their dissertation. Master's thesis students are also expected to hold a thesis defense, but specific defense deadlines and policies are set by the student's home department/program. Although there are no Graduate School defense deadlines for master's students, they must still upload their ETD by the final date to do so each term. The Graduate School does not need to be informed of

the date of Master's defenses or the outcome. Doctoral students must hold their defense by the deadline for the term in which they graduate and must also meet the ETD upload deadline. A copy of the signed certificate of completion can be kept for the student's departmental file and the original signed copy returned to the Graduate School

Graduation

Both Master's and Doctoral students must apply to graduate in the term they will complete degree requirements. All students will apply on their own behalf. A copy of their submitted application can be saved/printed from the Department's GradWeb dashboard and saved in their departmental file if desired. Departments also submit statements of completion to the Graduate School for Master's students using GradWeb. In some cases, this may fall to the coordinators, but in other cases, there may be a dedicated staff person to check and transmit the statements. For Doctoral students, the Graduate School sends the certificate of completion to the Registrar's Office once the student has cleared all requested formatting edits for their ETD.

UNIVERSITY OF OREGON
Graduate School

Advancement to Candidacy Flow Chart

Questions? Contact the Graduate School gradsch@uoregon.edu

Student completes advancement requirements → **Advisor Approval** → **Department Prepares to Transmit** → **Graduate School Approval**

Within 2 weeks of completion, departments should enter the advancement in GradWeb.

Select 'Submit New Advancement' to begin

The date the last requirement is completed underlined successfully by the student determines the date of advancement. If a student was asked to make revisions in order to accept the work, the date the revisions were turned in should be entered for that requirement.

Advancement exam committees should reflect those who reviewed and approved requirements and can also be entered now. Select 'Create Advancement Committee'. This is different from entering the Doctoral Committee in GradWeb, though the composition may be largely the same.

Once the advancement is submitted, the advisor is prompted to review and approve. To see the status of submitted advancements, select 'Advancements in Progress'.

The Graduate School can assist in sending reminder emails to faculty for approvals.

Once the advisor has approved, the department staff print the advancement approval page, secure the appropriate signatures, return to the approval page and select 'Send to Graduate School' to transmit the electronic version for approval, and scan the signed page to gradsch@uoregon.edu.

The Graduate School reviews and approves advancements when all steps are complete.

You will be contacted regarding discrepancies in advancement terms, removal of conditional status, issues with residency year, and any dissertation credits undertaken before advancement, so be on the lookout for these issues. Typical timeline for approval is 1-2 weeks.

Note: Once approval has been issued, the student may be eligible for a level increase if they have a GE appointment. The level increase is not automatic; an ePRF must be submitted to initiate the change. If you are not the person who processes GE appointments, you or the student should communicate with the appropriate staff member to initiate the level increase.

Graduate Coordinators are responsible for entering advancement details for doctoral students into GradWeb. Once students have successfully completed advancement requirements, coordinators should enter their advancement details as soon as possible for approval.

Gathering information

The first step in advancing a student is gathering the appropriate information. This includes the date that the <u>successful</u> work was submitted for review, the date of review, the name(s) of the review committee for each item, and any other information pertinent to the advancing of the student.

Entering the details

In GradWeb, begin a new advancement, entering the completion date and approval date for each listed requirement.

The completion dates for each requirement should be the date that the student submitted work that was reviewed as satisfactory. If a student was asked to revise and re-submit any work, the date the revision was submitted would be the appropriate date to enter for the completion of the requirement, NOT the date of the initial submission. If there is a large discrepancy between the completion date and the review date, we may contact the department for additional information if it creates a question about the appropriate advancement term.

In the Advancements tab of GradWeb, select Create Advancement Committee to enter the names of the review committees for each requirement, if applicable. At least one advancement committee must be entered before you can submit the advancement.

Select the term of advancement based on the date that the last requirement was successfully submitted by the student. Print the form for the appropriate signatures and then return to the advancement page and submit it to the Graduate School. Email the signed sheet to gradsch@uoregon.edu once completed. Review can only begin when the signature sheet has been received.

Considerations for Advancements:

- Delays in entering advancement can cause inaccurate payroll for students who are eligible for a new GE level.

- A student is considered advanced in a term if they have completed the requirements by the final day of exam week, regardless of the review/approval date or the date the advancement was submitted.

- A student may register for dissertation credits in the term of advancement, but not before. Any student with 603 credits on their transcript prior to advancement will be required to petition the registrar to have them changed to 601 (Research), 605

(Reading), or other appropriate individualized credits before the advancement can be approved.

- Students must be enrolled for at least 3 credits in the term of advancement, including Summer term If they are not registered, they will be eligible to advance the following term.

- Any student who is in a Conditional-Doctoral status should be changed to full Doctoral status upon advancement using the Change of Graduate Classification, which can be found on our forms page at https://gradschool.uoregon.edu/academics/forms.

- If your department's advancement requirements change, please contact the Graduate School for appropriate forms and instructions for submitting changes.

- The Advancements in Progress link will show all advancements in any state of approval that have not yet been processed by the Graduate School. Checking this frequently when advancements are active can be helpful in notifying advisors that action is needed or in seeing which advancements are currently in review at the Graduate School.

- Any pay raise due to the student must be initiated by the student or department after receiving word of the approved advancement. Pay raises take effect in the term AFTER the term of advancement (e.g., advance summer, pay raise effective fall).

COMMITTEES

UNIVERSITY OF OREGON
Graduate School

Dissertation Committees Flow Chart

Questions? Contact the Graduate School gradsch@uoregon.edu

Department Approval → **Committee is Entered in Gradweb** → **Graduate School Approval**

The department reviews and approves committees internally. If there is question as to whether a specific faculty or community member would be eligible for a role, the coordinator should contact the Graduate School.

Department approval is all that is necessary for Master's committees. They do not need to be reported to the Graduate School.

Committees can be entered any time after advancement to candidacy.

Select 'Create Dissertation Committee' to begin.

Committees should be entered no less than 6 months in advance of defense.

If a faculty member is not listed in the directory, please contact the Graduate School for assistance.

The Graduate School reviews and approves committees.

You will be notified if a requested individual is not eligible to serve in the role specified, or if a nomination form would be appropriate for their inclusion.

Note: Once approval has been issued, changes can be made to the committee composition using 'Revise Dissertation Committee' in the GradWeb menu.

For questions regarding committees, contact: lesleyyp@uoregon.edu

Once a student has advanced, a dissertation committee can be entered for them in GradWeb. Masters committees are approved at the department level only and are not entered into GradWeb for review.

Policies regarding committee composition can be found here: https://gradschool.uoregon.edu/academics/policies/doctoral/dissertation-committee-policy
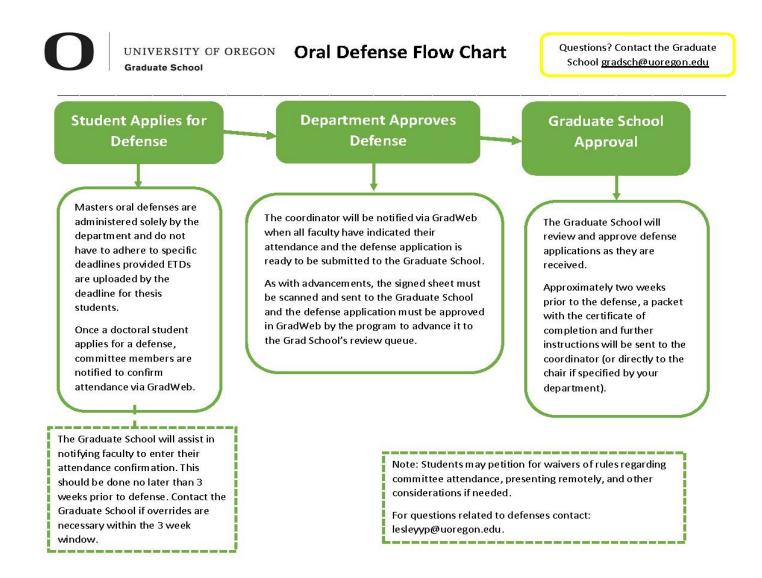
For any committee member that does not fit the specified criteria, a Dissertation Committee Service Nomination form is required. The form indicates the attachments and information needed to review the petition for each category of participant (NTTF, Faculty from another university, community member, etc.). Nomination forms cannot be used to nominate someone to the position of Institutional Representative. The IR must be active, tenure-related faculty in a degree granting department that is different from that of the student. Should the student wish to request a waiver of that policy, they may submit a General Petition to the Graduate School form stating their reason for requesting to appoint an IR outside of the stated requirements.

Nomination forms must typically be signed by your school or division's Dean and can be sent with attachments via campus mail or by scanning and sending to gradsch@uoregon.edu.

After you have entered a committee for a student, the Graduate School reviews and approves the committee or notifies the department of any listed members that may not meet the criteria. This review process can take up to 10 business days depending on the time of year.

Important things to remember about committees:

- The approval date for the committee will always be the date on which the department submitted the committee to the Graduate School for consideration, regardless of the date it was physically approved by the Graduate School.
- If department oversight has caused delays in submitting the committee in GradWeb, committees can be backdated by request, provided the request precedes entering the committee for approval and provided sufficient evidence for the requested approval date can be provided (email, internal department committee approval forms, etc.)
- Committees must be filed no less than 6 months in advance of a final oral defense. Changes in committee chairs re-set the 6 month wait and changes in IR result in a 3 month waiting period to defend. Students may petition using the General Petition to the Graduate School if they have a compelling reason that a waiver of that time frame is necessary.

UNIVERSITY OF OREGON
Graduate School

Oral Defense Flow Chart

Student Applies for Defense → **Department Approves Defense** → **Graduate School Approval**

Masters oral defenses are administered solely by the department and do not have to adhere to specific deadlines provided ETDs are uploaded by the deadline for thesis students.

Once a doctoral student applies for a defense, committee members are notified to confirm attendance via GradWeb.

The coordinator will be notified via GradWeb when all faculty have indicated their attendance and the defense application is ready to be submitted to the Graduate School.

As with advancements, the signed sheet must be scanned and sent to the Graduate School and the defense application must be approved in GradWeb by the program to advance it to the Grad School's review queue.

The Graduate School will review and approve defense applications as they are received.

Approximately two weeks prior to the defense, a packet with the certificate of completion and further instructions will be sent to the coordinator (or directly to the chair if specified by your department).

The Graduate School will assist in notifying faculty to enter their attendance confirmation. This should be done no later than 3 weeks prior to defense. Contact the Graduate School if overrides are necessary within the 3 week window.

Note: Students may petition for waivers of rules regarding committee attendance, presenting remotely, and other considerations if needed.

For questions related to defenses contact: lesleyyp@uoregon.edu.

Doctoral students must hold a public defense of their work at which their committee is present. Whether or not a masters students are required to hold a defense of their thesis or project is subject to the policies of the department/program, but if required, that defense and all associated procedures are internal to the department/program and are not reviewed or approved by the Graduate School. For oral defenses, the student will enter their information into GradWeb on their own behalf. Coordinators may assist in the process by reminding faculty to certify their attendance after an application has been submitted and are also responsible for collecting the signatures on the Application for Final Oral Defense and transmitting it to the Graduate School after all faculty have certified attendance. The process of initial entering and department approval must be completed no later than 3 weeks prior to the defense.

Deadlines related to the Oral Defense, detailed instructions for applying, as well as attendance policies for the committee can be found on our website: https://gradschool.uoregon.edu/academics/policies/doctoral/oral-defense-procedures

Important things to remember about oral defenses:

- As with advancements, you must print the application for physical signatures, return to the application in GradWeb after printing to click the Submit button, and scan and send the completed application with signatures to gradsch@uoregon.edu.
- If the 3 week deadline has been crossed, GradWeb will lock you, the faculty, and the student out of the oral defense process. In such cases, you may contact the Graduate School directly for a 2 day override in order to complete the process.
- Many students will receive a message when attempting to apply for their oral defense that may say they have requirements outstanding or have crossed their 7 year deadline. This message is typically related to requirements outstanding at the time of advancement and simply needs to be updated to reflect that those requirements were met so the student can proceed. They can contact the Graduate School directly to resolve that issue.

SATISFACTORY PROGRESS

In order to be considered in good academic standing, graduate students must be in compliance with the policies outlined on the Graduate School website. Below is a summary of these policies:

- **Continuous enrollment**: Graduate students must register for at least three graduate credits each term (except Summer), unless on-leave status has been approved (see on-leave section below).
- **Time limit**: Master's, doctoral, and certificate students have seven years to complete their degrees/certificates.
- **GPA**: Graduate students must maintain a cumulative GPA of at least 3.0.
- **Grades**: The accumulation of more than 5 credits of N or F grades, regardless of GPA, is considered unsatisfactory.
- **Incompletes**: Accumulation of more than 7 credits of Incomplete is considered unsatisfactory.
- **Student Conduct:** Depending on the nature of the violation, the Graduate School will also consider violations of the Student Conduct Code when determining whether a student is in good standing.
- **Financial Aid Requirements**: There is an additional set of satisfactory academic progress standards for financial aid recipients. Learn more here.

If a student is found to not be meeting satisfactory progress requirements, either through a departmental review process or by the Graduate School, they will be placed in one of the following categories:

- No Action
- Academic Warning
- Academic Probation
- Dismissal

Refer to the Graduate School website for details of the satisfactory progress policy and procedures.

ON-LEAVE

All graduate students are required to be registered for at least 3 credits per term in Fall, Winter, and Spring terms. Summer term registration is not required unless the student is completing exams or otherwise utilizing faculty time and university resources.

If a student wishes to not enroll for one or more terms (except Summer), they must file an application for on-leave status. Master's students may take up to 3 terms of leave; doctoral students may take up to 6 terms of leave.

To apply for on-leave status, the student must initiate the process by logging in to GradWeb and filling out the on-leave form. Once the student has submitted the form, the graduate coordinator (and anyone else in the department with full access to the on leave module) will receive an email prompting them to review the student's request. If approved by the department, anyone with the appropriate access may approve the application in GradWeb. No hard copies or actual signatures are required.

On the form in GradWeb, the student must select a reason for the leave. Available options are:

- The student's serious health/medical condition
- A family emergency (including the health/medical issue of a family member)
- Parenting needs during the 12 months immediately following a child's birth or placement in the home
- Independent research
- Other

The 7-year time limit is only automatically extended when a student takes a leave for a medical condition or parenting needs. The deadline is not automatically extended for the other reasons.

A student must be in good academic standing in order to go on leave. The department may request an exception to this requirement by emailing a statement explaining how going on leave is part of the overall strategy for getting the student back into good standing. Common examples include students who have been struggling with physical or mental health issues and need the time away to address those issues.

The full on-leave policy can be found at
https://gradschool.uoregon.edu/academics/policies/general/on-leave-status.

CONCURRENT DEGREES

The term concurrent graduate degrees is used when a graduate student is pursuing two degrees simultaneously. To pursue concurrent degrees, a student must apply and be admitted to both programs.

Detailed information about pursuing and administering concurrent degrees is available at
https://gradschool.uoregon.edu/academics/policies/concurrent/pursuing-concurrent-degrees.

GRADUATION

All students (Masters, Doctoral, and Certificate) will apply for graduation via GradWeb. As with oral defenses, the student is responsible for initiating this process and entering their graduation information into GradWeb.

The priority deadline for students to apply for graduation is Friday of week 2. After this date, the graduate coordinator may provide an override to allow the student to apply as late as Friday of week 7. After Friday of week 7, students may contact the Graduate School to discuss options for late application. Often this will involve a general petition to the Graduate School requesting permission to apply late.

For Master's students, graduate coordinators may be responsible for reviewing statements of completion and certifying department requirements have been met before transmitting those statements to the Graduate School for review and approval.

For Doctoral students, coordinators often receive and distribute the oral defense Certificates of Completion to committee chairs for defense day and return the completed sheets to the Graduate School after defenses. This form cannot be scanned and sent via email – the original copy with ink signatures must be returned.*

*Due to COVID-19 we are gathering oral defense approvals via email from each committee member rather than with a signature on the Certificate of Completion. This approval process is subject to change as the COVID-19 situation evolves.

GRADUATE EMPLOYMENT

Graduate employee (GE) is the term used at the University of Oregon for teaching, research, and administrative graduate assistantships.

Details on the following topics are available on the Graduate School website:

- Salary and benefits (including health insurance and tuition waiver)
- Hiring procedures
- GE openings (for positions open to students outside the hiring department)
- General Duties and Responsibilities Statement (every hiring unit is required to submit this document, which outlines the hiring procedures and working conditions specific to that hiring unit)
- Paid and unpaid absences
- Required GE trainings
- Links to the Collective Bargaining Agreement
- Grievance information
- Disability accommodations

A few important things for Graduate Coordinators to remember about GEs:

- GEs must successfully complete at least 9 credits per term.
  - Students who are under-enrolled will receive emails at the start of the term reminding them that they need to register for 9 credits. Anything you as a

Graduate Coordinator can do to encourage/assist GEs with registering is appreciated.

- o Students who did not successfully complete 9 credits (e.g., received an incomplete, withdrew from a class) will receive an email at the end of the term reminding them of the policy and warning them that not completing 9 credits in future terms could jeopardize their GE eligibility.
- Summer term:
  - o Enrollment is not required for GEs working in the summer. If they do enroll, most positions cover the tuition, though there is a new option ("Option B") for departments to create positions in the summer that do not include a tuition waiver.
  - o GEs who worked at least 2 terms in the preceding academic year but are not hired in the summer are eligible for a summer tuition waiver if they are taking credits toward their degree. This is not automatic; the student must submit a Summer Tuition Waiver Request Form to request the waiver.
- Satisfactory Progress:
  - o Satisfactory progress toward the degree is an eligibility criterion for a student to hold a GE position. If a GE is not making satisfactory progress, the Graduate Coordinator, Department Head, or Director of Graduate Studies should contact the Graduate School and/or Employee and Labor Relations (in HR) to discuss the situation and determine how to proceed with regard to the student's GE employment.

Quick Reference Charts for Academic Affairs Processes and Common Issues

<table>
<tr><td colspan="4">Masters</td></tr>
<tr><td>Process</td><td>What to Submit</td><td>Where?</td><td>Deadline</td></tr>
<tr><td>Concurrent Degree</td><td>Declaration of Concurrent Degrees</td><td>gradsch@uoregon.edu</td><td>3 terms prior to completing either degree</td></tr>
<tr><td></td><td>Concurrent Degree Plan</td><td>gradsch@uoregon.edu</td><td>Friday of week 2 of term of graduation</td></tr>
<tr><td>Transfer of Grad Credit</td><td>Transfer of Grad Credit form</td><td>gradsch@uoregon.edu</td><td>any time prior to term of graduation</td></tr>
<tr><td>On-Leave</td><td>Application for On-Leave Status (student submits)</td><td>via GradWeb</td><td>before the last day of finals in the term for which on-leave is requested</td></tr>
<tr><td>Graduation</td><td>Application for Advanced Degree (student submits)</td><td>via GradWeb</td><td>Priority deadline: Friday of week 2 of term of graduation
Final deadline: Friday of week 7 of term of graduation
After final deadline, students may contact the Graduate School to discuss late application options</td></tr>
<tr><td></td><td>Statement of Completion</td><td>via GradWeb</td><td>see posted deadlines here:
https://gradschool.uoregon.edu/academics/completing-degree/masters-degree-deadlines</td></tr>
</table>

Doctoral

Process	What to Submit	Where?	Deadline
Concurrent Degree	Declaration of Concurrent Degrees	gradsch@uoregon.edu	3 terms prior to completing either degree
	Concurrent Degree Plan	gradsch@uoregon.edu	Friday of week 2 of term of graduation
Advancement	Report of Examinations for Advancement (electronic)	via GradWeb	2 weeks after advancement requirements completed
	Report of Examinations for Advancement (paper form printed from GradWeb)	gradsch@uoregon.edu	after submitting advancement electronically
			NOTE: Both electronic and paper forms must be submitted to trigger review
Doctoral Committee	Names of Committee Members	via GradWeb	any time after advancement but no less than 6 months prior to final defense
	Committee Service Nomination Form (if needed)	gradsch@uoregon.edu	prior to entering committee into GradWeb
Oral Defense	Application for Final Oral Defense (PDF form generated from GradWeb)	gradsch@uoregon.edu	3 weeks prior to defense date
	Application for Final Oral Defense (electronic)	via GradWeb	3 weeks prior to defense date
	Certificate of Completion	to Grad School via campus mail*	2 weeks after date of defense or by the last day to submit for a term (see deadlines)
On-Leave	Application for On-Leave Status (student submits)	via GradWeb	before the last day of finals in the term for which on-leave is requested
Graduation	Application for Advanced Degree (student submits)	via GradWeb	Friday of week 2 of term of graduation

*Due to COVID-19 we are gathering oral defense approvals via email from each committee member rather than with a signature on the Certificate of Completion. This approval process is subject to change as the COVID-19 situation evolves.

Petitions

Issue	What to Submit	Where?	Deadline, if applicable
Incomplete is over 1 year old (see Grades and Incompletes)	1. Petition to Remove an Incomplete AND 2. Supplementary Grade Report (SGR) from Instructor	Petition to Remove an Incomplete form: gradsch@uoregon.edu SGR: Online via Registrar's Website	none
Did not file for on-leave status while taking time away from program (see Continuous Enrollment Policy)	Petition for Reinstatement	gradsch@uoregon.edu	must be filed and approved in order to enroll
Will take more than 7 years to complete degree (see Time Limits)	Extension of Seven Year Deadline request, statement of need for additional time, statement describing completion/review status of dissertation chapters, month by month timeline of completion plan, advisor's written statement of recommendation	gradsch@uoregon.edu	week 6 of the term prior to that which you require enrollment (week 6 of fall for winter extension)
Request a waiver of a Graduate School policy (6 month deadline to enter a committee, registration requirements in final term, alternate residency year for advancement, waive a deadline, etc)	General Petition to the Graduate School	gradsch@uoregon.edu	none
Take a graduate course as an undergraduate	Reservation of Graduate Credit	gradsch@uoregon.edu	Wednesday of Week 1
Current or previous term registration issues (e.g., late add, retroactive withdrawal, etc.)	Various petition forms depending on the situation. See advising.uoregon.edu/questions-about-petitions for guidance.	Office of the Registrar or Office of Academic Advising (OAA)– visit OAA link for guidance	Varies – visit OAA link for guidance

ACRONYM QUICK GUIDE

ABD: All But Dissertation, a status in which a doctoral student has advanced to candidacy and has met all programmatic requirements except the completion of their dissertation document. Note: this is not an official status at the University of Oregon, but is a common term you may hear when referring to doctoral students who are advanced to candidacy.

AEI: American English Institute

AO: Admission's Office – The Office of Admissions plays a small role in graduate admissions, though Graduate Coordinators do not often interact with this office.

ARC: Academic Requirements Committee – the committee that reviews petitions for exceptions to certain university requirements. This committee primarily reviews petitions from undergraduate students, but certain graduate student issues go before this committee as well, such as retroactive complete withdrawal. The ARC is managed by the Office of Academic Advising.

CBA: Collective Bargaining Agreement – the legal contract between the university and an employment group (e.g., Graduate Employees) and outlines the policies and working conditions specific to that employee group.

CEP: Community Education Program – a non-admitted, non-degree student status. Graduate-level courses taken under this status may be transferred in to a master's program once the student is admitted.

DGS: Director of Graduate Studies – The faculty member in a department or program that oversees graduate education within that department/program. In some programs this position may also be referred to as Graduate Director, Graduate Program Director, or other similar titles.

ELP: English Language Proficiency – This refers to the Graduate School's English Language Proficiency Requirement for International Students.

ELR: Employee and Labor Relations – the unit within Human Resources that administers the various collective bargaining agreements (CBAs) that exist at UO, including the GTFF CBA.

ETD: Electronic Thesis and Dissertation - The Graduate School will sometimes use this to reference a student's final requirement of uploading their thesis or dissertation to ProQuest, i.e. Student's must upload their ETD before the final deadline for the term.

FERPA: Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment)– the federal law that establishes students' rights and institutions' responsibilities regarding the privacy of education records.

GE: Graduate Employee

GRE: Graduate Record Examination – This is not required for admission by the Graduate School but many programs require applicants to submit a GRE score for consideration

GTF: Graduate Teaching Fellow – this was previously the term used to describe a Graduate Employee and is now outdated.

GTFF: Graduate Teaching Fellows Federation – the Graduate Employee union.

IDR: Integrated Data and Reporting – the university's enterprise-wide data warehouse, business intelligence and data visualization service. This includes Cognos, the tool used for data reporting at the UO.

IELTS: International English Language Testing System – This is one of the examinations that the Graduate School accepts to satisfy the English Language Proficiency Requirement for International applicants.

IOR: Instructor of Record

ISSS: International Student and Scholar Services – This campus office handles many aspects of the international student experience on campus. Perhaps most importantly for your international students, they are the office that issues documents required for visa appointments after acceptance to your program.

OAA: Office of Academic Advising

PAC: Personal Access Code – DuckWeb password. A students receives their PAC in their admission letter from the university. If a student has lost or forgotten their PAC, instructions for resetting are available at https://registrar.uoregon.edu/current-students/duckweb/resetting-your-pac.

RO: Registrar's Office – The Registrar's Office can assist with many aspects of a Graduate Coordinator's work, from questions regarding course scheduling, student registration and grading issues, and questions regarding the receipt of official transcripts.

SGR: Supplementary Grade Report – an Office of the Registrar form for situations in which a faculty member is unable to change/report a grade in DuckWeb (e.g., reporting a grade from a term that ended over a year ago).

SRC: Scholastic Review Committee – the committee that reviews certain university petitions for current term registration issues, such as late tuition refunds, late add/drop petitions, and grading option changes within the same term. The SRC is managed by the Office of the Registrar.

TOEFL: Test of English as a Foreign Language – this test is also accepted by the Graduate School to satisfy the English Language Proficiency requirements for international applicants