

# Spring 2019 Grad Coordinator Meeting



Tori Byington, PhD, Assistant  
Dean of Professional  
Development and Student  
Opportunities

Jered Nagel, Assistant Dean of  
Academic Affairs

Hannah Schneider-Lynch,  
Admissions & Recruitment  
Manager



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Graduate School

# Dean of Students Student Care Team

Jimmy Howard, PhD, Assistant Dean of Students

Jessica Haymaker- Parsons, MSW, CSWA, Director of Crisis Intervention and Sexual Violence Support Services





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**Report a concern by:**

**Filling out an incident report at  
[dos.uoregon.edu/concern](https://dos.uoregon.edu/concern)**

**Come to our office M-F 1p-4:30p**



# Advocate

noun

noun: advocate; plural noun: advocates

'advəkət/

A trained professional who provides confidential, trauma-informed support and resources to students.

Advocates promote social change, empowerment, and liberation of all people; using practical skills to collaborate with students as they navigate the complex impacts of barriers and systems and access critical services.

Definition provided by Vanessa Timmons, Executive Director of the Oregon Coalition Against Domestic and Sexual Violence



Mental Health Concerns  
General Concerns  
Bias/Harassment Concerns  
Gender-based Violence

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Consultation



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# What happens when I contact the Office of the Dean of Students?



# Office of the Dean of Students Services

1. Assess for safety on an ongoing basis
2. Provide services under the FERPA (Family Education Rights and Privacy Act) definition of privacy
3. Provide short-term case management and possibly follow-up with the goal to minimize the health concern's impact on their academics
4. Coordinate services from other campus or community spaces
5. Services are defined by student and student's context unless there is an imminent safety concern
6. Facilitate academic modification or assistance from professors or department in limited circumstances
7. Connect student to long-term campus or community healing services and reporting options



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## Where can students go for help and/or to report?

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- Office of the Dean of Students main office: 541-346-3216
- 24/7 Hotline 541-346-SAFE
- Website [safe.uoregon.edu](http://safe.uoregon.edu)
- Come to our office Monday-Friday, 1p-4:30p



# Web Page Updates



# Graduate School Web Page Review Timeline

- Degree program review will begin June 24<sup>th</sup>
- Grad coordinators will be notified and a survey link provided
- Typos and factual errors due by July 5<sup>th</sup>
- Web page public launch July 15th

# Admissions



# Admissions Reminders

- Update Admission Decisions to Declined/Not Coming or Accepted Offer
  - Graduate School relies on timely and accurate submission of decisions for official records in Banner and for our communications, both to share resources with incoming students and for orientation information.
  - Also important for data collection and dissemination to departments.
- View Admission Status:
  - Online Apps > Decisions > Admission Offered
    - Not Yet Processed
    - Pending List – More Documentation/information Required
    - Graduate School Approval Provided for Decision Type: Admitted

# Recruitment



# Graduate Recruitment

- Graduate Recruitment Listserv
- Recruitment Roundtables
- UO Graduate Fair (tentative partnership with Career Center)
- Graduate School Fliers
- Recruitment Best Practices/Tools on new website

[Fill out the Recruitment Survey today!](#)

# Graduation



# Graduation Reminders

Getting ready to graduate thesis and dissertation Powerpoint

- <https://gradschool.uoregon.edu/sites/gradschool1.uoregon.edu/files/Getting%20Ready%20to%20Graduate.pdf>

Thesis/dissertation step by step submission guide

- <https://gradschool.uoregon.edu/etd>

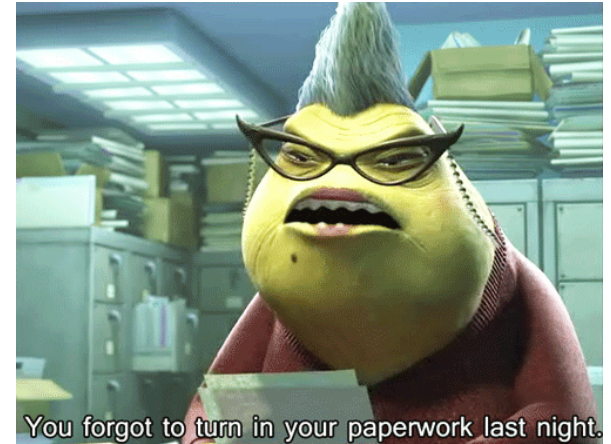
June 10, 2019

- Last day to upload thesis/dissertation and [submission approval forms](#)





# Graduation Reminders



## Master's Graduation Process

- Spring Statement of Completion deadline: June 25<sup>th</sup>
- Do not submit Statements of Completion until all department requirements have been met (grades are in, terminal projects approved, etc.)
- Thesis grades: after the Graduate School approves the thesis the “I” grades for 503 will be changed automatically as part of the graduation process.
  - Note: This will be changing soon!

# Summer



# Summer Registration

- Summer registration is required if students complete advancement requirements, major exams, graduate, or use faculty/staff resources in the summer.
- Departments shall not discourage GEs from summer enrollment.



# Summer Tuition Waiver

<http://gradschool.uoregon.edu/gtf/summer-sandwich>

- Covers tuition for up to 16 credits used to meet degree requirements (excluding those with irregular fees).
- Students are responsible for 65% of fees

Eligibility Criteria	Action Needed
A summer term GE appointment.	No action needed. The tuition waiver will be applied with the appointment.
A GE appointment in any <u>two</u> quarters of the preceding academic year (that is, the preceding fall, winter, and spring).	Complete and submit the <a href="#">Summer Tuition Waiver Request</a> by <b>May 10</b> (or the closest business day) to ensure it is processed before the start of the applicable summer term. Forms will be accepted through <b>September 10</b> (or the closest business day) following the applicable summer.
A fiscal year GE appointment that includes the applicable summer (that is, the dates on the Notice of Appointment are July 1-June 30 and the assignment is for research).	No action needed. The tuition waiver will be applied with the appointment.

# Policies



# Policy Updates

## Thesis/Dissertation Grades

- Faculty will enter “P” for students making good progress
- “I” should be used like an I in any other course
- Trying for Fall 2019 effective date

## Satisfactory Academic Progress

- Effective Fall 2019: Dismissal recommendations must come from Dept. Head or Dean/Dean’s designee
- Full policy (probation, etc.) to be implemented by Fall 2020

# Policy Updates

## Graduate Course Repeat Policy

- Students can take a non-repeatable course up to 3 times
- Only the most recent attempt will count toward GPA and total credits
- Effective Fall 2020

## Doctoral Residency Requirement

- Change from 3 consecutive full-time terms to 27 UO credits (i.e., could be taken on a part-time basis)
- “Soft roll-out” Fall 2019 – Official effective date Fall 2020

# Excellence Awards





# Excellence Award for Outstanding Graduate Coordinator

Grace Ho

School of Music & Dance

Congratulations!



# Excellence Award for Outstanding Mentorship in Graduate Education

Ellen McWhirter  
Counseling Psychology & Human Services

# Excellence Award for Director of Graduate Studies

Rocio Zambrana  
Philosophy



# If there's time...

## Discussion items from grad coordinators:

- Department orientations – info sharing
- Peer/alumni mentorship programs
- Any departments have PhD reunions?
- Grad student group for students of color
- For a future meeting: which Banner 9 screens would be helpful to demo for grad coordinators?



# Questions?

Graduate School  
[gradsch@uoregon.edu](mailto:gradsch@uoregon.edu)