

Office of Graduate Studies

Brown Bag

TUESDAY, FEBRUARY 16, 2016

10:00 AM | TECO ROOM

Welcome

DR. RUTH BAHR,

INTERIM ASSISTANT DEAN, OFFICE OF GRADUATE STUDIES

Welcome

Main bullet points are generally listed here.

Admissions Update

DAVID LEE HENRY, PAUL J CRAWFORD, & FRANCISCO VERA

OFFICE OF ADMISSIONS

Research Symposium & 3MT (Three Minute Thesis)

BRANDON KING,

EXECUTIVE ASSISTANT, OFFICE OF GRADUATE STUDIES

Research Symposium & 3MT (Three Minute Thesis)

Monday, March 28, 2016 | MSC Ballroom

3MT Website: <http://www.grad.usf.edu/3mt.php>

Research Symposium: http://www.grad.usf.edu/research_symposium.php

Petition Process

DR. RUTH BAHR,

INTERIM ASSISTANT DEAN, OFFICE OF GRADUATE STUDIES

Petition Process

Dealing with Rejected Appeals – Maggie Hogarth

Teacher Credentials for Cross-Listed Courses

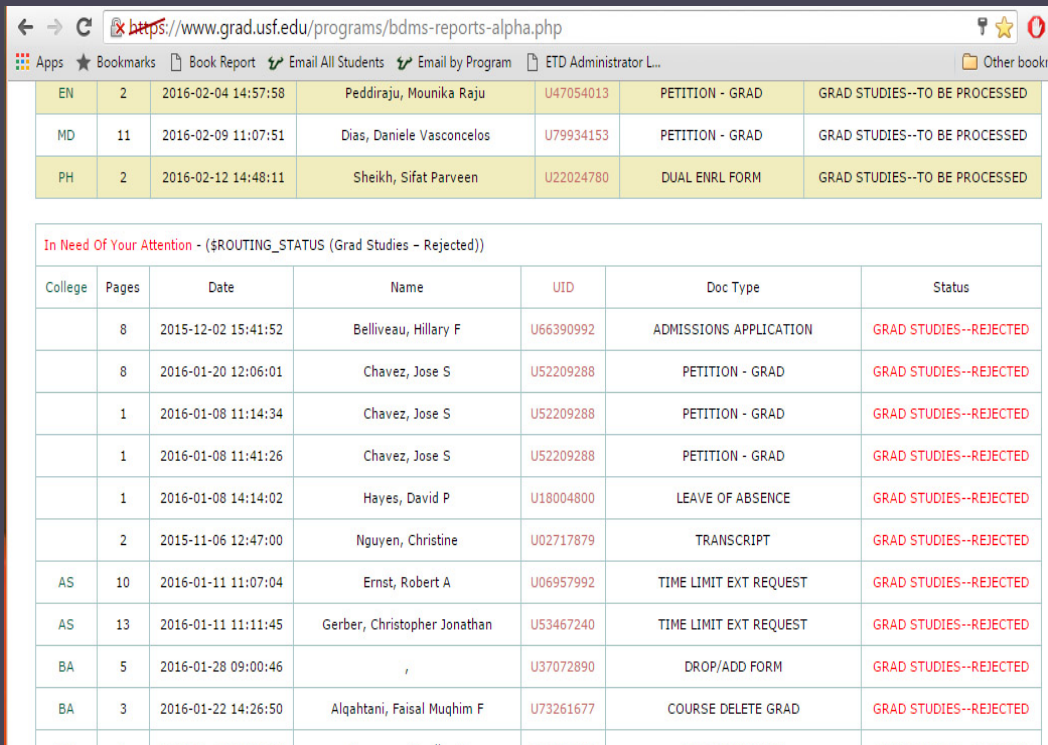
Transfer of Courses for Non-Degree-Seeking Students

How to Find Comments on the Petition

What Other Issues or Concerns Do You Have?

Dealing with Rejected Appeals

THE DAILY REPORT WEB PAGE



The screenshot shows a web browser window with the URL <https://www.grad.usf.edu/programs/bdms-reports-alpha.php>. The browser's address bar and tabs are visible. Below the browser window, there is a table with columns: College, Pages, Date, Name, UID, Doc Type, and Status. The table lists several students whose appeals have been rejected, with the status 'GRAD STUDIES--REJECTED' in red text.

College	Pages	Date	Name	UID	Doc Type	Status
EN	2	2016-02-04 14:57:58	Peddiraju, Mounika Raju	U47054013	PETITION - GRAD	GRAD STUDIES--TO BE PROCESSED
MD	11	2016-02-09 11:07:51	Dias, Daniele Vasconcelos	U79934153	PETITION - GRAD	GRAD STUDIES--TO BE PROCESSED
PH	2	2016-02-12 14:48:11	Sheikh, Sifat Parveen	U22024780	DUAL ENRL FORM	GRAD STUDIES--TO BE PROCESSED
In Need Of Your Attention - (\$ROUTING_STATUS (Grad Studies - Rejected))						
	8	2015-12-02 15:41:52	Belliveau, Hillary F	U66390992	ADMISSIONS APPLICATION	GRAD STUDIES--REJECTED
	8	2016-01-20 12:06:01	Chavez, Jose S	U52209288	PETITION - GRAD	GRAD STUDIES--REJECTED
	1	2016-01-08 11:14:34	Chavez, Jose S	U52209288	PETITION - GRAD	GRAD STUDIES--REJECTED
	1	2016-01-08 11:41:26	Chavez, Jose S	U52209288	PETITION - GRAD	GRAD STUDIES--REJECTED
	1	2016-01-08 14:14:02	Hayes, David P	U18004800	LEAVE OF ABSENCE	GRAD STUDIES--REJECTED
	2	2015-11-06 12:47:00	Nguyen, Christine	U02717879	TRANSCRIPT	GRAD STUDIES--REJECTED
AS	10	2016-01-11 11:07:04	Ernst, Robert A	U06957992	TIME LIMIT EXT REQUEST	GRAD STUDIES--REJECTED
AS	13	2016-01-11 11:11:45	Gerber, Christopher Jonathan	U53467240	TIME LIMIT EXT REQUEST	GRAD STUDIES--REJECTED
BA	5	2016-01-28 09:00:46	,	U37072890	DROP/ADD FORM	GRAD STUDIES--REJECTED
BA	3	2016-01-22 14:26:50	Alqahtani, Faisal Muqhim F	U73261677	COURSE DELETE GRAD	GRAD STUDIES--REJECTED

The Daily Status Report (replacing the Weekly Status Report) tells you which students have been rejected. When you find your student on it, copy their U number and go to BDMS.

Dealing with Rejected Appeals (2)

BDMS SCREEN

The screenshot shows a software interface with a menu bar (File, View, Document, Page, Help) and a toolbar. On the left, there is a sidebar with a thumbnail of the document and page indicators for 'Page 1' and 'Page 2'. The main area is divided into two panes. The left pane contains a table with the following data:

Index Name	Field Value
ID	U35084678
PIDM	3174339
DOCUMENT TYPE	COURSE DELETE GRAD
LAST NAME	
FIRST NAME	
SSN	
BIRTH DATE	
TERM CODE	
SUBJECT	
COURSE NUMBER	
COURSE REFERENCE NUMBER	
ROUTING STATUS	GRAD STUDIES--REJECTED
ACTIVITY DATE	2016-02-01 13:10:37
RETENTION	

The right pane displays a scanned document titled 'Graduate Delete Course Form' from the 'OFFICE OF GRADUATE STUDIES' at the 'UNIVERSITY OF SOUTH FLORIDA'. A red box highlights the text 'GRAD STUDIES-Rejected 2/1/2016'. Below this, a note states 'Needs Dean's signature. --M.H.'. The document also includes contact information for the office and a note about the form's purpose.

Search for the student's UNumber and choose the rejected petition. The explanation/instructions for correction will be on the first page.

Dealing with Rejected Appeals (3)

BDMS SCREEN (2)

The screenshot shows a web browser window displaying a 'Graduate Delete Course Form' for Arun Baskaran at the University of South Florida. The form is marked 'GRAD STUDIES-Rejected' and 'Needs Dean's signature.' A context menu is open over the form, showing options like 'New Page', 'Delete Page', and 'Apply Digital Signature'. The form includes fields for student information, course details, and a 'Modify' button.

Field Value
U35084678
3174339
COURSE DELETE GRAD
BASKARAN
ARUN
25-Apr-1993
201505
EEL
6022
57236
GRAD STUDIES--REJECTED
2016-02-01 13:10:37
EN

USF Graduate Delete Course Form
UNIVERSITY OF SOUTH FLORIDA
OFFICE OF GRADUATE STUDIES
4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5800
TEL: (813) 974-2846 | WEB: <http://www.gradstudies.usf.edu>

NOTE: Do not complete this form if your request is not based on a university error. If you never attend DROP / CHANGE HOURS and submit a Fee Adjustment Form if your circumstances meet the criteria at: http://www.registrar.usf.edu/docs_display.php?link_type=Forms

PART I: STUDENT INFORMATION (Student)

Baskaran Last Name	Arun First Name	M.I.	U35084678 USF ID #
14308 Wedgewood Ct. Apt. 201 Street Address	Tampa City	FL State	33612 Zip Code
arunbaskaran@mail.usf.edu Email Address			
<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Certificate Program <input checked="" type="checkbox"/> Non-Degree Seeking			Telephone Contact INTO Pathway College & Department

PART II: COURSE INFORMATION (Student)

Semester & Year in which action is requested? Fall Spring Summer Year: **2015**

Courses to be deleted: Fill in all course information below.

Delete Reference No.: **57236** Prefix: **EEL** Number: **6022** Section: **799** Hours: **3**

Address the issue, then append the corrected petition to the file. Reset the Routing Status to Grad Studies—To Be Processed and Save again.

Most Common Reasons for Rejection

Old Forms

Wrong Forms

Signatures Missing

Documentation Not Attached

- Student Statements
- Justifications
- Transcripts
- Programs of Study
- Catalog Copy
- GPA Calculators
- Course Currency

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Questions?

Spring 2016 Brown Bag Schedule

Tuesday, March 8	10:00am – 12:00pm	TECO Room
Tuesday, April 19	10:00am – 12:00pm	TECO Room
Tuesday, May 17	10:00am – 12:00pm	TECO Room

Grad Program Director/Coordinator Webpage:

<http://www.grad.usf.edu/graduate-directors.php>

Email: mcordner@usf.edu