Admissions Update

International Admission Decision Deadline
June 1 – Last day to admit International for Fall Semester.

Prototype Updates
When you go into the prototype, there’s a long spreadsheet. The Office of Admissions will be removing some of the columns that aren’t relevant, listed on the Prototype Columns to Be Removed PDF. The Prototype Report Fields PDF has what columns will be listed going forward.

You can always hide columns or set up Pivot Tables. This report is live, so statuses will be updated regularly.

If you need additional staff added, please email Dr. O’Connell with:
Name
Banner ID

New Web Application
Students have the ability to upload various documents to the online application. This includes additional documents requested by the specific college/department. Documents will be uploaded into the BDMS system overnight and ready to view. Students will be responsible for uploading documents and classifying them correctly.

e-GAR
At least another 6-months before we will have the electronic GAR up and running. They are trying to ensure it meets everyone’s needs. They will be setting it up so that once each person’s decision is made, it will route the GAR to the next person in line. (QuickFlow) Any updates the students make will be updated. Professors can make comments too, and others will be able to see it.

Direct Receipt
You would initiate the e-GAR, but it will run the same.

Waiver Process
We’re working to automate the process. Lots of departments didn’t realize how many appointments their TA, RA, and GAs have, and how many hours they are working. The process has been mired with paper for too long, so we are transitioning to an electronic waiver process.

We are now requiring waivers for out-of-unit assignments be initiated by the departments once they receive the contract from the hiring unit. Departments should know where their students are, and whether the position is appropriate for them. The waiver form will be generated by the department. Previously, there has been little communication between the hiring department and the student’s home department.

Student will need to contact their department to request the out-of-unit assignment waiver.

If a student has a TA apt of .25, and .25 appointments in other places, you would have all of it on the TA appointment. If there’s a grant that has funding for tuition, the money should be split between the two sources.

New Policies

Bologna Degrees – granted throughout European system, basically it’s a three year undergrad degree. These can be considered the full undergrad degree. (For Bologna Accord Countries)

Thesis & Dissertation Committee
Major Professors on student’s committee must be in the home department. If someone leaves the department/university, a Co-Major professor should be named that is in the home department.Courtesy appointments can be the sole major professor.
**Doctoral Minimum Hours** – must be a minimum of 72 (Post-Bachelor’s) hours

**Probation** – No undergrad courses can be used to salvage GPA – must be courses required for the relevant degree. Relying on advisors to monitor this, but could show up in the degree certification. (Not retroactive)

**Concentration Admission Deadlines** – can vary from the Concentration to Concentration in a given program – if that’s the case, there will be on programmatic deadline listed.

**Transfer of Credit Revision** - If people accept transfer of credit, those courses will not be re-examined. They must be graduate courses and relevant to the program if they are going to substitute for requirements. Programs will make the decision on what courses they accept. (5-year limit on when they were taken from when they are accepted.) Still must be a B or higher.

**Revision of Forms** – We will be looking at these forms and revising accordingly.

**Course Currency** – 10-year limit. (Currently 7-year time limit policy) This will allow for time-limit extensions without course currency issue arising except when the extension is for over 10 years. Beginning in Fall 2014.

**TA Training**
We need assistance in identifying who the new TAs will be for Fall 2014. Kevin Yee and Peter will send an email in the next few days so depts. can send the information to the TAs – including a registration link.

The training consists of one day of in-person training, followed by an additional 8 hours of training to be completed during the 1st semester.

TA Training Day – August 22, 2014. (Last weekday before classes begin)

**Training Day Topics**
Assessments
Course Design
Classroom Management
Lab-based Instruction
Lab-Safety Training

Departments that hold their own training are exempt, but they must give certificate of completion and must provide documentation to Grad Studies – including a syllabus of the substituted course.

ATLE offers an additional 8-week course that goes into more depth. No credit, costs no money.

International TA training will be offered a week or so before Aug. 22nd. Departments should encourage ITAs to register.

**GA Assignments**
Students cannot be hired for more than 29 hours (.73). TA for a course will be 9 hrs. There’s no limitation to salary (other than minimums as stipulated in the GAU CBA).

Anything over .5 needs to be approved by Dr. Harries. We will need to know how this will impact their ability to complete the degree.

GAU CBA negotiations starting in the Fall.

**Ph.D. Completion**
About 50% of students who enter a Ph.D. program do not finish. USF wants to become one of the pre-eminent university. We would need to confer 400 Ph.D.s per year.
Considering Barriers to Completion
We need to examine the 50% not completing and figure out how to better serve them. 37% are paying their own way through the program.

Increasing the Pipeline
Possibility of new funding for additional GAs

Developing Increased Professional Development
Creating a series of workshops and partnerships across the university to work on developing better programming to ensure that graduate students get professional development opportunities related to jobs outside of academia.