Office of Graduate Studies
Brown Bag
TUESDAY, JUNE 20, 2017
10:00 AM | TECO ROOM
Welcome

MATHDANY CLARK,

ACADEMIC SERVICES ADMINISTRATOR, OFFICE OF GRADUATE STUDIES
Welcome

• Admissions Update
• Graduate Admissions Procedures
• Admissions Dates
• ITA Training Registration
• New Withdrawal Process
• Accelerated Progression Form
• Potential Graduates
Admissions Update

PAUL CRAWFORD,
OFFICE OF ADMISSIONS
Admissions Update

• Admissions Process
• Current Admission Standing
• Fall Closeout Dates
• Catalog Updates
Graduate Admissions Process

TRAVIS THOMPSON
Graduate Admissions Process

- Overview of Archivum
- New Admissions Procedures
- Document Retrieval Flow
- Alpha and Beta Test Schedule
OGS Updates

RUTH BAHR, ASSISTANT DEAN, OFFICE OF GRADUATE STUDIES
# Admissions Deadlines (Master’s/Specialist)

<table>
<thead>
<tr>
<th>Master’s &amp; Education Specialist Degrees</th>
<th>Admission for Fall Semester</th>
<th>Admission for Spring Semester</th>
<th>Admission for Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications must be complete with all required information by the stated deadline. Any application materials received after the deadline may be reviewed on a space-available basis.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority Deadline (for funding consideration)</th>
<th>Refer to Specific Major</th>
<th>Refer to Specific Major</th>
<th>Refer to Specific Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Applicants</td>
<td>June 1</td>
<td>October 15</td>
<td>February 15</td>
</tr>
<tr>
<td>International Applicants</td>
<td>June 1</td>
<td>September 15</td>
<td>February 15</td>
</tr>
</tbody>
</table>
## Admissions Deadlines (Doctoral)

<table>
<thead>
<tr>
<th>Doctoral Degrees</th>
<th>Admission for Fall Semester</th>
<th>Admission for Spring Semester</th>
<th>Admission for Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Applicants</td>
<td>February 15</td>
<td>October 15</td>
<td>February 15</td>
</tr>
<tr>
<td>International Applicants</td>
<td>February 15</td>
<td>September 15</td>
<td>February 15</td>
</tr>
</tbody>
</table>

Applications must be complete with all required information by the stated deadline. Any application materials received after the deadline may be reviewed on a space-available basis.

Priority Deadline (for funding consideration)  Refer to Specific Major  Refer to Specific Major  Refer to Specific Major
IT\(\text{A Training Registration}\)

- International students with a TA appointment and must have the appropriate TOEIC or TOEFL score:
  - TOEIC speaking sub score of 110 - 150
  - iBT TOEFL speaking sub score of 20 - 25
  - IELTS 6.5 or higher

- Starting on the 28th of August, for 14 weeks. The course will not meet during USF breaks or holidays.

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td>5:00 - 6:15 pm</td>
<td>75 minutes</td>
<td>TBD</td>
</tr>
<tr>
<td>TTH</td>
<td>5:00 - 6:15 pm</td>
<td>75 minutes</td>
<td>TBD</td>
</tr>
<tr>
<td>F</td>
<td>2:00 - 4:45 pm</td>
<td>165 minutes</td>
<td>TBD</td>
</tr>
</tbody>
</table>

- [http://url.ie/11tvn](http://url.ie/11tvn)
Withdrawal Process

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Withdrawal Process

• Effective Summer 17 approved late withdrawal will be coded either WG, WC, or W.
  • WG- code is used for the 2 approved withdrawals per OGS policy
  • WC- code is used for approved medical withdraws with tuition reimbursement (fee adjustment)
  • W- code is used for withdrawals with no tuition reimbursement and falls outside of OGS policy
Withdrawal Process

- Departments routing status still remains as Graduate Studies-to be processed
- OGS staff will switch status to Graduate Studies- Withdrawal(process time is 5-10 business days)
Accelerated Progression Forms

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Progression Forms

• Must be completed when the student has completed UG requirements

• Only grades with a B (3.00) are transferred into Graduate program

• Attach unofficial transcript

• Confirm requested courses are transferred over
Potential Graduates

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Potential Graduates

- Potential Graduate List (request from Registrar or use WRS report)

- Double check student meets graduation requirements (credit hours, GPA, program course requirement, comprehensive exam)

- Process should begin prior to end of semester

- OGS will process forms on First Come First Serve basis
Questions?