

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)

Master's & Education Specialist Degrees	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<p>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.</p>			
Priority Deadline (for funding consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Domestic Applicants	June 1	October 15	February 15
International Applicants	June 1	September 15	February 15

Admissions Deadlines (Doctoral)

Doctoral Degrees	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<p>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.</p>			
Priority Deadline (for funding consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Domestic Applicants	February 15	October 15	February 15
International Applicants	February 15	September 15	February 15

ITA 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.

Days	Time	Duration	Location
MW	5:00 - 6:15 pm	75 minutes	TBD
TTH	5:00 - 6:15 pm	75 minutes	TBD
F	2:00 - 4:45 pm	165 minutes	TBD

- <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?
