Graduate Records

Patty Van Wert
Associate Director, Graduate Degree Certification

Graduate Records Team:
Megan Lewis
Andrew Figueroa

Graduate Coordinator and Staff Resource Day
Monday, October 21, 2019
Responsibilities

- Maintain, monitor, archive and complete general oversight of graduate student records
- Complete degree evaluation and certification
- Verify information and provide support in accordance with Graduate Council policies
Maintain, monitor, archive and complete general oversight of graduate student records

- Responsibility of academic units to review and verify the accuracy of all student records. (SIS & GIMS)
  - all elements including majors, minors, concentrations, plans, milestone dates, status, enrollment, etc.
  - utilize HR toolkits for SIS instructions
  - all data is entered into SIS other than committees (GIMS)
  - contact Graduate Records Office for problems or concerns
  - review Graduate Council policies in the Graduate Catalog
Review and process forms including:

**Concurrent degree program forms (GS website)**
- student pursuing two master’s degrees at the same time

**Non-traditional degree program forms (GS website)**
- doctoral student seeking to pursue a master’s degree outside of the doctoral department at the same time

**Joint degree program forms (Student record in GIMS)**
- leads to a graduate degree and professional degree

**Traveling Scholar forms (GS website)**
- allows UF students to take special courses not available at UF at another domestic institution

**Graduate Academic Advising forms (UFIC website)**
- allow UF student to participate, through UF International Center, in a study abroad experience
Review and process Transfer Credit request forms:

- utilized to request a transfer of credit from other institutions or from other eligible UF degrees to a specific UF graduate degree
- this form is currently in GIMS under a student’s degree segment
- all eligible courses must be graduate level, letter-graded with a B or better
- an official transcript from the transferring institution must be on record with the UF Office of Admissions
- the number of eligible credits and other specific rules are dependent upon the student’s current degree, prior degree awards and prior transfer credits
- always refer to the Graduate Catalog and call Graduate Records for any clarification or specific questions
Review and process Transfer Credit request forms (continued):

- TC requests must be submitted after a student has been admitted to the Graduate School and by the first term of graduate studies for master’s students and no later than the third term for doctoral students.

- Approved transfer credits are forwarded to the appropriate office(s) for posting the credits to the student’s official transcript.

- A petition must accompany any transfer credit for coursework outside the student’s current field of study and/or for coursework over 7 years old.
Complete degree evaluation and certification

- Evaluate students on the current term degree list

- Verify students have met all Graduate School requirements:
  - overall and major credits
  - overall and major GPA
  - valid registration during exam terms and final terms
  - verify committee composition and validity
  - verify completion of milestones (qualifying exam, final exam admission to candidacy, final submission)

- Note: It is the responsibility of the academic unit to evaluate their students for program and college level requirements. Do not rely on the Graduate School to notify you of issues.
Process Petitions

A petition is a request for an exception to a current graduate council policy due to an unusual situation beyond the control of student, staff or faculty.

- Only for rare and exceptional circumstances
- Best interest of the student (excluding financial)
- Supported by academic rationale (not financial)
- Each petition is reviewed individually by Grad Records
- Submitted by the academic unit on behalf of the student
- Petitions are not accepted directly from students
- Petitions must be signed by the college dean
- Petitions must be submitted electronically (form on GS website)
- Petitions must be submitted in the appropriate semester
Graduate School Petition Process

- Submitted to GraduateSchoolPetitions@aa.ufl.edu

- Utilize Form: Detailed explanation of the situation, the specific request, and supporting documentation

- The subject line in the e-mail should state the student’s last name and reason for the petition (Be sure this matches the body of the petition!)

- Petitions cannot be processed early - must be submitted at the appropriate time in the student’s career

- A decision is communicated to the originator and college and viewable in the student’s digital file

- The academic unit is responsible for notifying the student, and/or UFIC (if appropriate) of the decision
Degree Certification-Reasons for Petitions

- **Extend Current or Expired Milestones**
  - Extend the deadline or validity of final exams
  - Extend the submission deadline for Dissertation/Thesis
  - Qualifying exam (extend through sixth year or re-examine)

- **Petitions needed after the published mid-point of graduating term for:**
  - Transfer of Credit in final semester
  - Changing degree attributes
    - *Adding a Concurrent or Non-traditional, joint, co-major, or distance learning experience*
    - *Supervisory committee*
Holistic Review of Degree Certification Petitions

- Confirm the student has completed a current term degree application
- Current term degree applicants get the priority in the queue
- Review petition materials and understand the policy exception sought
- Review graduate student academic file
  - Transcript/SIS record
  - Student’s digital archive

Decision and Response

- May involve consultation with other administrative units, and/or the Graduate School Deans
- All related petition documents, including emails, are imaged into the student’s digital archive
- Responsibility of the academic unit to communicate outcome to their student
Other petitions to the Graduate School (GraduateSchoolPetitions@aa.ufl.edu) may also involve:

- Conditional Admissions
- Admissions Holds
- International Credential Holds
- Graduate Assistantships and Fellowships
- Graduate School funding awards
Other Petitions at UF:

- Retroactive adds/drops
  - Initiated by the graduate academic unit
  - Must be approved by the Graduate School
  - Graduate School will forward to Registrar’s Office for final processing and fee assessment determination
  - Original change of grade form to Registrar, copy to Grad Records with petition

- Current term enrollment adjustments are processed through the Registrar’s Office.

- Medical drops or withdrawals are processed in the Dean of Students Office.
Verify information and provide support in accordance with Graduate Council policies

- The University of Florida Deadlines
  - Enrollment and Registration
  - Degree Application

- The Graduate School Deadlines
  - Milestones and mid-point of term

- Different deadlines for graduate students vs. undergraduate students
  - [http://graduateschool.ufl.edu/graduate-school-calendar/](http://graduateschool.ufl.edu/graduate-school-calendar/)

- Academic Units
  - Meet the deadlines to avoid additional petitions
  - Must provide mechanisms to ensure students are aware of and meet all published deadlines
  - Must maintain ongoing communication with faculty and students
Reminders...Let’s Chat!

- Access the petition form found via the Graduate School website. Do not save versions to your desktop.

- Please submit 1 petition per email per issue. If a student has more than one issue being presented, there must be separate petitions and emails for each.

- Be certain to add the appropriate student program/plan in SIS before you submit concurrent or non-traditional paperwork.

- If you are aware of a student that has applied to graduate but will NOT be eligible to graduate (not including final term grades), the academic unit or college must remove the student from the degree list prior to final certification.

- Degree certification must be completed on Dec. 17, 2019. Please be certain that the appropriate personnel are available on that date and be mindful of vacations at the end of the term.

- Please be sure to verify all degree awards post certification and encourage students to do so as well. Final term grades may prevent a student from graduating and each unit is responsible for monitoring the student as a whole.
Let’s Chat, part 2

- Call First- if you are not 100% certain….call before you push that button!
- “Wield that weapon carefully”
  TC - status acknowledgment, on degree list yes or no.
  “I” and other “pending” grades - what are they really?
- Toolkits (follow directions explicitly, keep website bookmarked as PDFs are updated periodically!)
- Major credit - Major page in Graduate Catalog
  - if the course is not on that page… it’s not counting in major!*
- Repeat code - Note changes, review email and call GS if questions.
- Please review and update your unit’s contact list. This is posted on the Graduate School website and updated through GIMS Access Request.
- Upcoming deadlines/dates for remainder of Fall 2019
Quick Reference: SIS terminology

**TERMS**

1. **Career**: is the student’s classification such as Graduate or Undergraduate
2. **Program**: is the student’s classification plus college such as a Graduate student in the College of Agricultural & Life Sciences
3. **Plan**: is the major plus degree such as a Bachelor of Arts in Anthropology or a minor or certificate level
4. **Sub-Plan**: is a concentration/emphasis/specialization or a certificate
5. **Student Program/Plan**: a student’s career, program, plan, and sub-plan
6. **Student Groups**: identified groups to be tracked

   For example, UF Online, Innovation Academy, and self-funded programs can be identified by Student Groups.

7. **Stack**: unique collection of a student’s career, program, plan and sub-plan
Key Links

- Graduate School Website: [http://graduateschool.ufl.edu/](http://graduateschool.ufl.edu/)
- Graduate School Forms (including Petition PDF): [http://graduateschool.ufl.edu/faculty--staff/forms/](http://graduateschool.ufl.edu/faculty--staff/forms/)
- Editorial Deadlines: [http://graduateschool.ufl.edu/editorial/deadlines](http://graduateschool.ufl.edu/editorial/deadlines)
- Graduate Catalog: [http://gradcatalog.ufl.edu/](http://gradcatalog.ufl.edu/)
- HR - MyUFL SIS toolkits ("Campus Solutions"): [https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/](https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/)
- COMPASS Questions and Feedback: [https://compass.ufl.edu/leadership-amp-contacts/questions-and-feedback/](https://compass.ufl.edu/leadership-amp-contacts/questions-and-feedback/)
thank you!