

WELCOME

Graduate School Workshop December 5, 2005



Chris Connor

**Director, Graduate Student
Recruitment Services**

GrAdMIT Enhancements

Application Validation Rules

- **Validation of institutionally required questions**
 - Improve integrity of data
- **Validation of application fee paid**
 - Any status change from “Not Reviewed” or “Incomplete” must be preceded by receipt of the required application fee.
 - Done automatically for applicants paying via e-pay system
- **Validation/Verification of applicant’s academic background**
 - Undergraduate GPA and name of all undergraduate institutions attended for domestic applicants that indicate on application their institution graded on a 4.0 scale.
 - For convenience, this is now located on the “Status” tab in GrAdMIT and can be verified/edited when making a status change to “Accept/Admit (AC).”
- **Validation of application by applicant through Electronic Signature**
 - Applicants will be required to “sign” applications submitted for formal review with an electronic signature

GrAdMIT Enhancements

Centralized Notification

- **Accepted Ph.D. Domestic Applicants**
 - **Selecting “Accept/Admit” in GrAdMIT will trigger an automatic e-mail message sent to the applicant notifying them that the Graduate Dean is confirming their acceptance and that they will soon be receiving details of their acceptance and any offers of financial aid directly from the department**
- **Accepted Ph.D. International Applicants**
 - **After reviewing submitted dossiers, the Office of International Admissions will enter a decision into GrAdMIT (“Accept Provisional” or “Accept Final”) which will trigger an electronic confirmation of acceptance to the student from the Dean of the Graduate School**

GrAdMIT Enhancements

Centralized Notification (Cont.)

- **Graduate Dean's Welcome Message**
 - Will enhance communication with the applicant by providing them with useful campus information and promptly informing them of their admissions decision
 - Departments will receive a copy via e-mail of all correspondence sent from the Graduate Dean to accepted Ph.D. applicants

GrAdMIT Enhancements

Prospect Management (Spring 2006)

- **Implementation of a centralized prospect management module integrated into GrAdMIT Application Manager system.**
 - **Ability to capture prospect information program of interest, via academic department web page**
 - **Information will include name, address, phone, e-mail, undergraduate institution and GPA, requests for information, etc.**
 - **Captured information will be stored in user's current GrAdMIT Application Manager account under "Prospect Manager"**

GrAdMIT Enhancements

Interface Upgrade (Spring 2006)

- **Reformat the look of existing online application**
 - **Provide more logical order for institutionally required sections/questions for both domestic and international applications**
 - **Reduce length of existing GrAdMIT applications and enhance instructions for applicants**

GrAdMIT Enhancements

Reports

- Both routine “canned” and tailor-made reports (ethnicity, application fees, feeder school information, GPA, standardized test scores, etc.) will be made available at the program level.
 - GrAdMIT Application Manager Users can now export data from multiple programs simultaneously
 - Ability to perform statistical analysis
 - More efficient means of answering data requests thereby helping reduce staff time currently spent performing “paper and pencil” data collection and analysis

Office of Student Services

Katie Darling

Office of Student Services

Full Time Student Status

Definitions

What is a Full Time Student at UB?

1. A student in the coursework phase of their degree program who takes
 - 12 hours if they are self-payingOR
 - 9 hours if they are funded (TA, GA or RA)
2. A student entering the candidacy phase of their degree program who takes
 - > 12/9 hours but is spending the *majority* of their time being a student

Full Time Student Status

Definitions (continued)

What does it mean to certify a student as full time?

- Attestation that the student has reached the candidacy phase of the degree program.
- Affirmation the student has only one or two classes to take

OR

- has only the thesis/final project or dissertation left to complete

AND

- **that the student is working on that task(s) full-time while at reduced hours.**

Full Time Student Status

Categories of students who generally need to apply

1. Any students funded on State Payroll (for TA/GA appointment continuation)
2. Domestic students NOT funded (for Loan Application and/or Loan Deferral and/or for non-UB health insurance)
3. International students (on F-1 or J-1 Student US Visas for immigration status maintenance)

Full Time Student Status

Categories of students who DO NOT qualify for certification (should not apply)

- Part-timers, who have never been full-time
- Some masters students who have had full-time certification for two previous semesters
- Many students who are over their time limit for the completion of their degree
- International students who are about to go on OPT (paperwork already approved)
 - Note: students on CPT DO need certification
- Domestic students who do not need new loans/defer old loans, nor need to be on parents health insurance
- Full-time UB employees

Full Time Student Status

Timeliness

- **Student must have preliminary application to candidacy filed with their Department. Please be sure to attach a photo copy of the ATC or approval of ATC letter to the certification form.**
- **Forms need to arrive to the Graduate School prior to the start of the current semester**

NB: Decanal and divisional approval of ATC not needed for certification to be approved.

Full Time Student Status

Consequences to students for not filing.

- TA/GA paychecks held, eventual termination of appointment if no certification granted
- International student's visa becomes invalid, possible deportation from USA
- new loan applications not processed
- old loans go into repayment

Full Time Student Status

Consequences to UB for failure to comply with full-time student status policies

- Jeopardizes UB's ability to issue student visas
- Diminishes UB's credibility with lending agencies
- Jeopardizes UB's ability to offer federal financial aid to students

Certification of Full Time Status

Full Time Status Agreements List

Dec 5, 05 - 16:00

ILFTSSTU

ID Number : 5555-5555 Person No. : 5555-5555 SSN : 000-00-0000

Name : EXAMPLE, JOE

ACTIVE Student

Begin Semester	End Semester	Status Requested	Minimum Hrs Required
1/2006	1/2008	Full Time	1.00
9/2005	9/2005	Full Time	2.00

...end

01=Help 02=Memo 03=MN 04=Mode 06=Select 07=Up
 08=Down 10=MNFTSSTU 11=Clear 12=Exit

Full Time Student Status

Statistics

1500 – 1750 approved each year

- We grant masters students one year of certification.**

Exception: exam option masters students generally only need one term

- We grant doctoral students from time of filing to conferral date indicated on ATC.**

Exception: for the ABD students who are overly optimistic we add an additional year or two as cases warrant

Scheduling Changes

Recent Change in Special Topics Form Processing

- Effective for all courses offered Fall 2006 forward, the title assigned to topical courses will no longer be reviewed by the Graduate School.
- Special Topics Title Forms are to be faxed directly to Elizabeth Santillo in the SRC, at 645-6566

Application To Candidacy

Needed Attachments

Official Transcripts

- Domestic students who did not attend UB as undergraduates must supply the Bachelors transcript (it must indicate degree conferral)
- Students (domestic or international) who attended a US graduate institution and are requesting transfer hours from that school

Unofficial Transcripts (photocopies)

- Any international institution where transfer credit is to be applied to the student's degree.

Application to Candidacy

Needed Attachments (continued)

Descriptions of Informal Courses

- Titles for these independent studies vary by title depending on the department.
- Do not include tutorial courses associated with thesis, project or dissertation research.

Application To Candidacy

Divisional Committee Signature no longer required from the following College/Schools

1. College of Arts and Sciences
2. Dental School
3. School of Informatics
4. Medical School
5. School of Pharmacy
6. School of Public Health and Health Professions
7. School of Engineering and Applied Sciences
8. School of Social Work

Jean Stefanski

Assistant Dean
Office of Student Services

Registration Issues

Total Withdrawal Form

Used for emergencies such as:

- severe disability to oneself or immediate family member
- death of immediate family member
- military service call-ups that happen during the semester

NB: This form is for withdrawal from the entire semester, not some course and **is not** applicable to students with pre-existing medical conditions.

Total Withdrawal Form

Registration Issues

What is Required?

- Signatures of:
 - Student
 - Major Advisor (if one has been assigned)
 - Director of grad studies or department Chair
- Complete medical documentation or copy of military orders

Registration Issues

Exceptional Registration Change Form

- Used for minor registration issues
- Adding registration needed in order to graduate
- Registration errors

Exceptional Registration Change Form

Registration Issues

What is appropriate?

- Early in the semester student discovers he/she is in wrong course or was misadvised as to the appropriate level of course to take.
- Departmental errors where student was inappropriately exceptionally registered or not registered by departmental staff
- Adding of internships or independent study courses where approval was not received in a timely manner
- Students needing to add credits to maintain full-time status

Registration Issues

What is not acceptable?

- Late reduction in credits because of late TA,GA,RA offers or because student didn't know that tuition scholarship wouldn't cover costs
- Late dropping of courses because student not doing well or changed their mind about needing the course
- Dropping of courses based on medical conditions that existed at the beginning of the semester or only resulted in minor loss of class time
- Changing the level of courses from undergraduate to graduate level

Registration Issues

What is required with form?

- Signatures of:
 - the student
 - director of graduate studies or dept. chair
 - Instructor of each course being added and dropped
- A clear and detailed justification for the request *is required*.

Grading

What comes to the Graduate School?

- Changes from one letter grade to another
- Changes of “L” grades to a letter grade only (L converts to S upon degree conferral)
- Grades for courses that are being exceptionally added or changed late

Grade Change Form

Grading

What is Important?

- All information is complete and accurate and all signatures are included
- The reason for change is filled in and clearly reflects the situation
- Grade changes over one-year old are generally not accepted
- Extra work done after the fact to improve grades is only acceptable if it is clearly stated in the syllabus as an option for all students.

Grading

Incomplete grades

- Are for students that are passing a course and due to illness or other unforeseeable and compelling circumstances are unable to complete the requirements.
- They are not for students who are not doing well and would like a chance to improve their grade.
- They must be completed within a maximum of 12 months after the semester in which they are taken unless an extension has been petitioned in advance.

Grading

“L” Grades

- Are only for thesis, dissertation and project work
- Should only be given for students that are making satisfactory progress that semester
- Should not be given to students that you have not had contact with or from whom you have not received acceptable work.

- **Questions and requests for additional information may be directed to:**

The UB Graduate School

Location: 408 Capen Hall

Telephone Number: 645-2939

FAX Number: 645-6142

Web Site: www.grad.buffalo.edu

- **The Graduate School web site is the primary source for graduate-related information, news, policies, procedures, forms and documents**