



UNC  
**GREENSBORO**

# GPD & Admin Training

Greg Bell

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# The Graduate School

## Administration

- Greg Bell, Dean
- Heather Bishop
- Laura Drew
- George Durfee
- Heather Mitchell

## Admissions

- Kelly Meris
- J Chastain
- Amy Masters
- Marcello Newkirk

## Enrolled Students

- Maria Hayden
- Michelle Silveri
- Ian Draves
- Beverly Lucas
- Adrian Williams

## Faculty Fellows

- Hewan Girma
- Brad Johnson

# Contacting the Graduate School

The Graduate School makes use of several collaborative inboxes. Emailing these is usually the quickest way to resolve issues or questions you (or your students) may have.

- Admissions inquires: [inquiry@uncg.edu](mailto:inquiry@uncg.edu)
- Enrolled student inquiries: [grsenrol@uncg.edu](mailto:grsenrol@uncg.edu)
- Graduate School Degree Works: [graddegworks@uncg.edu](mailto:graddegworks@uncg.edu)
- Graduate School budget inquiries: [grsfin@uncg.edu](mailto:grsfin@uncg.edu)
- North Carolina residency inquiries: [gradresidency@uncg.edu](mailto:gradresidency@uncg.edu)

# GPD Expectations

And a year in the life of the Graduate School

# GPD Responsibilities

- Admission and Recruitment
- Advising
- Advocacy
- Communication
- Degree Completion
- Departmental Requirements
- Evaluation
- Fellowships and Funding
- Policy and Compliance

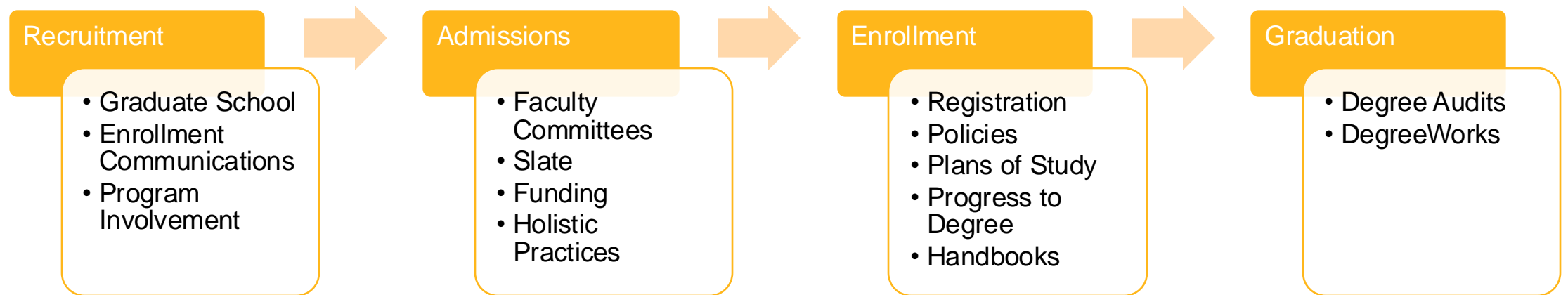
Resources:

<https://catalog.uncg.edu/>

<https://grs.uncg.edu/gpd-meeting-materials/>

- Slate Training Info
- GPD Meeting minutes
- GPD Timeline
- GPD responsibilities
- Handbook templates

# GPD Role in the Graduate Student Life Cycle



# Admissions

Resources, Support, and Best Practices

# Recruitment Best Practices

- Graduate School has done very little centralized recruitment since 2021
- Most of the work happens locally
  - Prospective students want to talk to faculty, students, and alumni.
  - Prospective students want flexibility.
  - Prospective students want to know about career outcomes.
- Sources of students
  - UNCG Undergraduates/AMPs
  - Direct Admissions
- Capacities and Enrollment Targets
- Programs can use Slate to promote events



# Slate

- Slate is our application software and a powerful CRM
- Slate is used for other purposes such as the Graduate School's Fellowship Process.
- As much as possible, use the tools within Slate to communicate with prospects and applicants.
- Each application results in a single admissions decision (recommendation). Graduate Dean admits students.
- We do not collect denial reasons
- Admissions decisions are not subject to appeal

# Slate

- Meet with your Admissions Specialist
- Try applying to your own program. How easy/hard is it?
  - E.G. Do you require all official transcripts?
- Large changes to your application can only be made during the summer.
- Only certain deadlines are available to programs.
- It is possible to push applications through beyond the deadline.

# Changes and deferrals

- Small non-substantive changes to the application can be made by request, but large changes must wait until Summer.
- Once an application has been submitted it cannot be changed, including program-initiated changes.
  - Applicants must start a new application, subject to fees and deadlines.
- Admitted students may not defer their admission, but they can receive a code for a single free application to a future term.
  - The Graduate School can copy many pieces of the prior application.
  - The new application requires a new decision.

# Considerations for International Students

- Applicants whose native language is not English must demonstrate ELP (English Language Proficiency).
  - The Graduate School works with the Global Engagement Office on best practices for demonstrating ELP.
  - Applicants with a degree from a university where English is the language of instruction do not need to demonstrate ELP.
- International Credential Evaluations are required of all international applicants
  - These evaluations must demonstrate that their degree is equivalent to a US baccalaureate degree.

# Admissions Best Practices

- Fee waivers for certain groups
- Be aware of your capacity and enrollment targets
- Communication is key
  - Be aware of your automatic communications/reminders
  - Utilize Slate
- Practice Holistic Admissions: no single factor determines admissibility
- Your specialist is there for you. They answer many emails and try to respond within one-to-two business days.
- Residency, Intent to Enroll, Early Registration!

# Funding

Assistantships, Waivers, and Fellowships

# Assistantships and Tuition Waivers

- Funding is available in many programs
  - The unit allocates funding for assistantships
  - The Graduate School controls tuition waiver dollars
- There are five types of assistantships (pay for work)
- Priority funding
- Students are responsible for all fees
- Students may be nominated for fellowships (in the winter) to start the next fall
- Students may not be required to work to receive a fellowship

# Assistantship training and requirements

- GTAs are instructors of record
  - SACSCOC requires training and 18 graduate hours in the discipline
  - Training is a joint venture (UTLC and GRS)
  - Training is valid for 7 years
- All students must complete I-9 process before beginning work
- All Graduate Assistants must complete annual FERPA/Title IX training.
- Graduate Assistants should enroll full time.
- Funding is allocated annually, with expectations of continuation provided progress is good and funding is available.



# Enrolled Students

Policy Overview and Best Practices

# University Catalog and Handbooks

- The University Catalog is the repository of all UNCG Graduate School Policies.
  - These policies are written to provide programs latitude
  - In cases where program policies conflict with University policy, the latter takes precedence
- The proactive approach is best
  - Whenever questions arise, please reach out. It's often much easier to problem-solve early.
- Every program should have a handbook describing how you interpret GRS policies (helpful in cases of appeals)

# Deadlines, Milestones, Progress

- Deadlines seem early
  - Applying to graduate
  - Defending dissertations
  - Submitting dissertations and theses
- Forms
  - MS Forms help us track milestones.
  - Report successes as well as failures to GRS
- Tracking progress to degree is vital
- Time limits for degrees/certificates

# Best Practices for Enrolled Students

- Advisors and Advising
  - Programs must update Banner
  - GPD often serves as initial advisor for students
- Curriculum Changes
  - The GPD is responsible for ensuring the curriculum is appropriate.
  - Changes must be routed through the unit before the Council
- Full-time Status is usually 9 hours.
  - Exceptions occur for thesis and dissertation students near degree completion.
- Continuous Enrollment: Students may not miss two consecutive semesters (including summers) without a leave of absence.

# Best Practices for Enrolled Students

- There are policies that govern independent study courses. Check with us before allowing a student to enroll.
- Graduation audits/Plans of Study
  - Degree Works is coming online for Fall 24 Master's Programs!
  - Other programs will continue to employ a manual process for now
- Residency can change – encourage eligible students to reapply
- How can you make your program more flexible/attractive to prospective students?

# Challenging Situations

What to do when things don't go to plan

# Policies and Procedures for Difficult Situations

- Clear communication is key to prevent problems
- Problems often occur gradually
  - Watch out for warning signs
  - State clear expectations
  - Maintain professionalism
  - Communicate with the Graduate School early
- State expectations for progress in your handbook
- Enforce policies uniformly
- Monitor Advisor/Advisee relationships. These are hard to fix when they break down.

# Probation and Dismissal

- Students must maintain a 3.0 cumulative GPA
- Students can be dismissed for any combination of three grades below B or two grades of F or U.
- Students can be dismissed for unprofessional conduct. Only the most egregious behaviors result in immediate dismissal. Most result in counseling.
- Students can be dismissed for failure to make progress to their degree.
- Documentation, counseling, clear expectations are key!



# Grievances and Appeals

- Students have the right to grieve academic decisions that negatively impact them.
  - Students may grieve a course grade that is computed in a manner inconsistent with the syllabus
  - Individual assignment grades cannot be grieved
  - Students may grieve a decision by an academic officer at UNCG that violates a policy or law.
- Student allegations of bias or differential treatment are handled by Student Affairs.

# Withdrawals and Incompletes

- Students may withdraw from any number of courses during the semester (although this impacts full-time status, aid, etc).
- After a semester ends, students may not selectively withdraw from courses; their only option is to request retroactive withdrawal from the entire semester.
- Students may be assigned grades of I (incomplete).
  - The assignment of the grade should include a timeline of when the course will be completed.
  - Incompletes often cause big problems and should be used sparingly.

# Open Q & A

Thanks for your attention and engagement