



GRADUATE SCHOOL RETREAT 2022
GRADUATE RECORDS OFFICE

Darci L. Rollins

GRADUATE RECORDS OFFICE

1. Advising and over all support on policies and procedures
 - Directors of Graduate Studies, Chairs & Faculty
 - Graduate Advisors
 - Graduate Students
2. Running Audits Reports in CIS; Committee Approvals, Audit Status, Thesis Release, etc.
3. Reviewing Petitions and uploading them to graduate students' *Graduate Student Summary Online* file(s) in CIS; before submitting to dean, with a summary, for review and approval, when required
 - Individual Exception to Committee Policy
 - Exceeding 16 credit hours
 - Non-matriculated hours
 - Miscellaneous petitions
 - Time Limit Exceptions & Completion Plans
4. Task-Based Syllabus for each semester
5. Email correspondences, updates of new policies & new features to GSDTS, reminder on important deadlines
6. Working with the Registrar's Office Divisions:
 - Graduate Office
 - Petitions
 - Student Systems
 - Verifications
7. Maintaining Online Committee Petitions
8. Helping Departments enter information waiting to hire a new Graduate Advisor

GRADUATE STUDENT DEGREE TRACKING SYSTEM

- Zoom Trainings for Graduate Advisor(s) how to use the system
- Zoom Information Session for Graduate Advisors
- GAPA Petition Presentation
- Reviewing and approving Supervisory Committee in compliance with policy
- Reviewing *Program of Study*
 - *Credit hours, GPA, required thesis/dissertation hours*
 - *Dual Degrees, Concurrent Degrees, Milestone Master's Degrees, M.PHIL Degrees, BS/MS Students*
- Reviewing file when manuscript are submitted
 - Making a notation in the file for the Thesis Office: SVC matches
 - Checking that exams are entered, outstanding grades submitted, applied for graduation, GPA 3.0, everything is up-to-date in the file for graduation
(this way we are only waiting for the thesis or dissertation release from the Thesis Office)
- Language Verification form & documentation for MA and some PhD degrees
- Reaching out to Graduate Advisors if graduate students files are missing something or out of compliance with Graduate School policy

GRADUATE STUDENT DEGREE TRACKING SYSTEM

- Working with closely with Dean Kieda, Departments and the University Information Technology Team
 - To improve on the system to meet the needs of
 - The Graduate School
 - Departments
 - Graduate Advisors
 - Graduate Students
- Update GOALS for GSDTS with UIT
 - New look for faculty's approval information
 - Automated email to graduate students, once Supervisory Committees are entered
 - International Teaching Assistant (ITA) indicator
 - 3.0 GPA requirement added to Requirement Audit page and Graduate Departmental Audit Report
 - Department In-depth Report
 - Department Tab uploading capabilities, electronic signature, upload and view
 - Individual Development Plan 40 credit Residency notification
 - 3rd year Qualifying Exam email notices
 - Time Limit email notices
 - Graduation Report of Theses & Dissertation students

GRADUATED GRADUATE STUDENTS

SPRING 2010 - FALL 2021

Spring 2010	565
Spring 2011	922
Spring 2012	1146
Spring 2013	1278
Spring 2014	1237
Spring 2015	1340
Spring 2016	1336
Spring 2017	1565
Spring 2018	1500
Spring 2019	1588
Spring 2020	1668
Spring 2021	1644

Summer 2010	419
Summer 2011	686
Summer 2012	667
Summer 2013	566
Summer 2014	608
Summer 2015	568
Summer 2016	587
Summer 2017	609
Summer 2018	631
Summer 2019	631
Summer 2020	623
Summer 2021	624

Fall 2010	366
Fall 2011	466
Fall 2012	479
Fall 2013	527
Fall 2014	565
Fall 2015	510
Fall 2016	551
Fall 2017	586
Fall 2018	580
Fall 2019	580
Fall 2020	568
Fall 2021	642

THE OFFICE OF BUDGET & INSTITUTIONAL ANALYSIS

ENROLLMENT & DEGREES AWARDED



Select college & department:

College
(All) ▼

Department / Program
(All) ▼

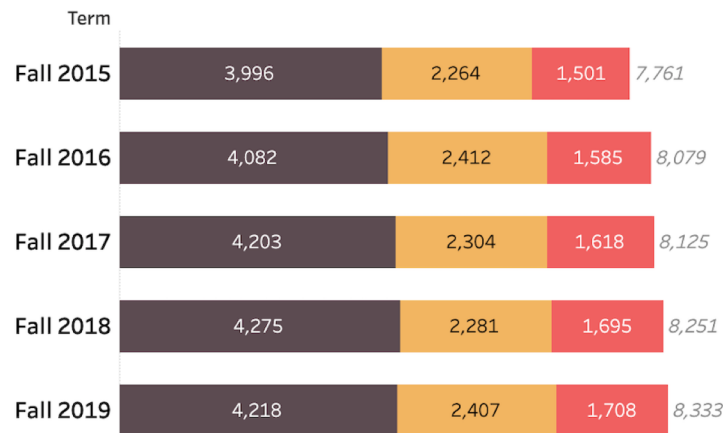
ENROLLMENT

As of fall census

Race/Ethnicity (optional)
(All) ▼

Gender (optional)
(All) ▼

MASTERS DOCTORAL PROFESSIONAL Total



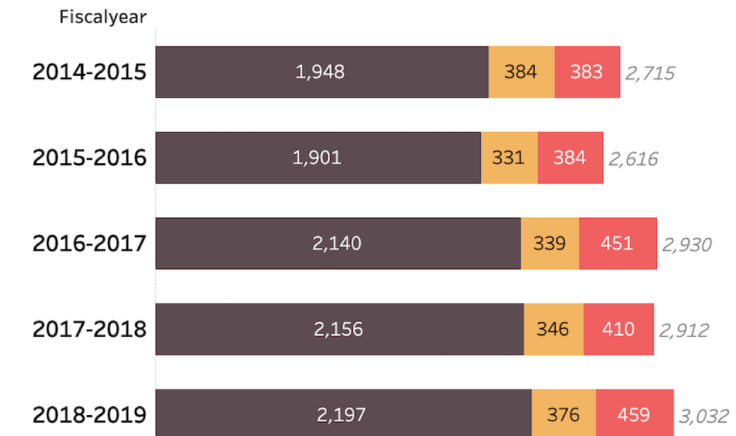
DEGREES AWARDED

By fiscal year

Race/Ethnicity (optional)
(All) ▼

Gender (optional)
(All) ▼

MASTERS DOCTORAL PROFESSIONAL Total





THANK YOU!

FOR BEING A GREAT TEAM TO WORK WITH.