GPC MEETING – January 9, 2014

Richard Inouye:
Kurt Adison and Paula Koeven are new employees in the Graduate School. Paula assumes Nakaiya Stucki’s processing duties. Nakaiya Stucki is still located in our office but has assumed other responsibilities. Kurt was hired when Emma decided to “retire” from working for a while.

There has been a change in the day the shuttle will go to the Social Security Office for international students. The time is the same but the date was moved to Tuesday, the 14th of January.

At the end of December, admission applications were up 30% compared to the previous two years. Admission processors are working as fast as they can. Please be sensitive to the fact that excessive phone calls and office visits with the processors take time away from their actual processing.

Maggie McInerney:
The tentative plan for the new waiver systems scheduled to begin fall semester was briefly explained. More detailed information on the new system will be shared later.

Jeff Broadbent:
There are recruiting dollars still available. There is no deadline, and departments may apply for the $1500 recruitment grant any time. There is a limit of one grant per year. Travel support to bring a prospective student to campus is available, up to $500 per student with equal matching dollars. The funds are available until the money is exhausted. This is part of the one-time monies USU received from the state.

Departments have accepted 8 Iraqi students so far. Due to visa timeline issues, they will not be here for spring but in the fall. Departments are free to contact the student directly if they have accepted them into their program. Jeff is willing to go again to Iraq in April if there is a need.
We are looking for 7-8 students to be on the graduate student panel during Research Week. Please send your recommendations of students to jeff.broadbent@usu.edu.

**Erin Anderson:**

There continues to be confusion with the split form. Remember that information on how the form is to be used is on the bottom of the form. See below:

- Application to SGS submitted
- Within 30 semester credits of graduation
- Bachelor’s degree still open
- 3.0 undergraduate grade point
- A total of 9 semester or fewer credits split out

**Joan Rudd:**

Degree Works - under planner tab put the name of the degree and plan. If there is a specialization, that has to be entered as well. After the planner is created make sure to “lock” the planner. Leave the academic year alone, do not change. It is necessary to keep graduate and undergraduate classes separate. Don’t worry too much about the designation class level, Joan fixes all of this when closing a degree. Under Notes, list the total required credits for the degree. (See PowerPoint attachment.)

It is possible to do POS for professional degrees that are a lock-step program. Joan is happy to meet with any college to work with them. Remember the POS is a contract with a student and the department. Joan will incorporate some of the suggestions mentioned to improve the form. ((The POS revised form is and the Directions for creating a Program of Study included as attachments).)

When grading at the end of a semester, encourage faculty to use the “I” grade rather than the “F” or “D” if the student hasn’t completed the course.
Revisions are being made to the “Low Scholarship” section of the General Catalog. This is necessary to clarify the confusing wording that is there.

Participation requirements and deadlines for spring commencement are posted on the SGS website (refer to attachment for reference).

Questions:

A question was raised about the restriction of waivers for Plan B students. The amount of the tuition pool was decreased by the number of students who met the requirements based on the year 2010. So the pool is still there but the amount has been decreased. The tuition pool will continue to be available to colleges. Remember that waivers (true waivers) from the state can only be applied to outstanding students, PhD or Master Plan A students. Awards are different; colleges can award them any way they wish.