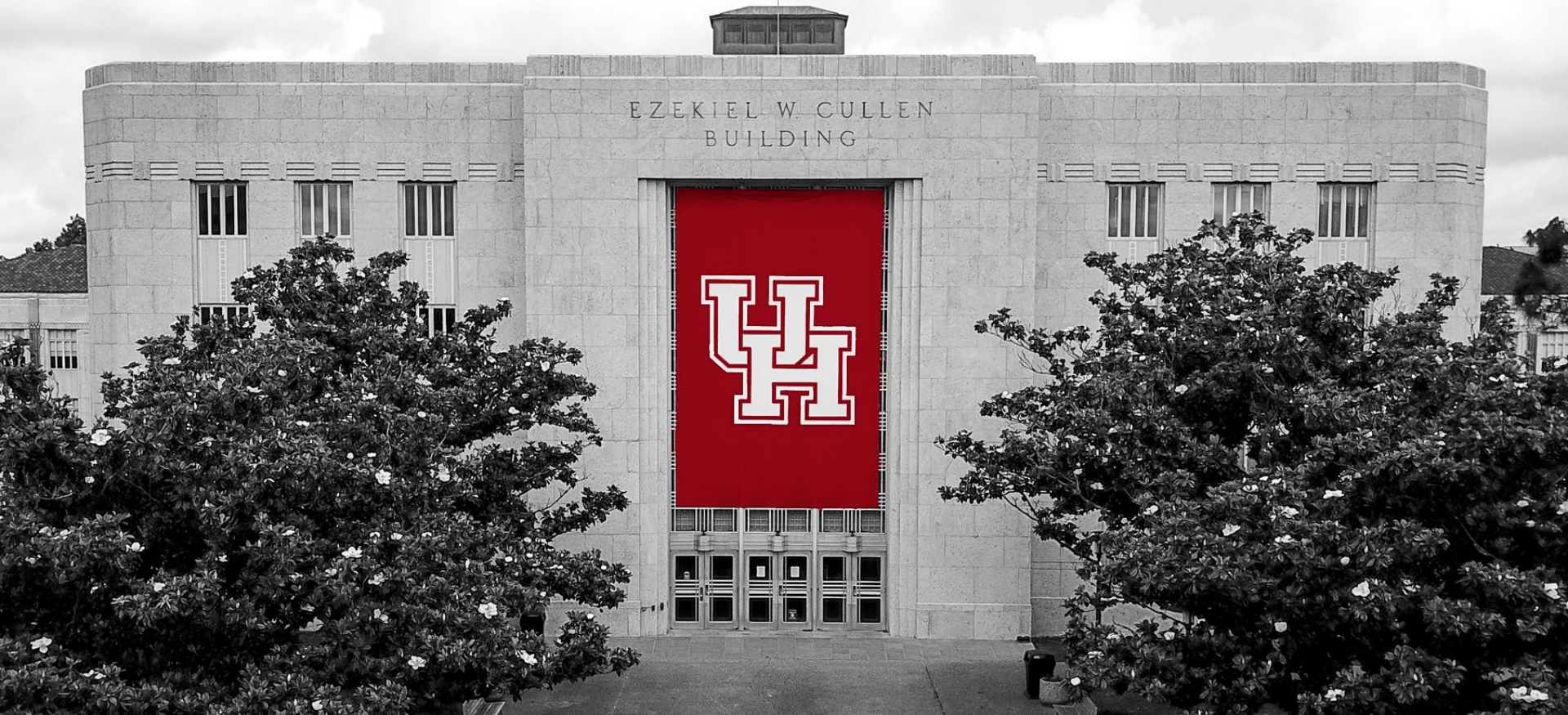


GRADUATE ADVISOR MEETING

We will begin the meeting shortly

May 23, 2023



UNIVERSITY of HOUSTON | GRADUATE SCHOOL

WELCOME NEW ADVISORS

- Please take a moment to introduce yourself!
 - Name, department

WELCOME



DR. SARAH LARSEN

*Vice Provost/Dean of Graduate School
Office of the Provost*

UPDATES/REMINDERS

1. **Graduate School E Cullen Office move to Bates Law**-move date has not been set yet but will likely be late June/early July.
2. **2023 Outstanding Graduate Mentor Award** : Prof. Bradley McConnell, Department of Pharmacological and Pharmaceutical Sciences, College of Pharmacy
3. **Registration** in Progress for Summer/Fall 2023:
 - International students: back to “normal” Face to Face course requirements in Fall 2023
 - https://uh.edu/oisss/resources/forms/online-distance_education_policy_fl.pdf

OUTSTANDING DISSERTATION AWARDS

These awards will be given to an eligible graduate student who submitted an outstanding dissertation representing “original work that makes an unusually significant contribution to the discipline.” two \$1000 Awards will be given in the following 4 broad fields in rotating years. **Due June 5, 2023.**

The fields for 2023 are:

- **Biological Sciences/Life Sciences:** biology; botany; zoology; ecology; embryology; entomology; genetics; nutrition; plant pathology; plant physiology; anatomy; biochemistry; biophysics; microbiology; pathology; pharmacology; physiology; and related fields (health sciences). Also included are agriculture, forestry, zoology; and related fields.
- **Humanities and Fine Arts:** history; philosophy; language; linguistics; literature; archaeology; jurisprudence; the history, theory and criticism of the arts; ethics; comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

More information here:

<https://www.uh.edu/graduate-school/academics/thesis/outstanding-dissertation-award.php>

SUMMER PROFESSIONAL DEVELOPMENT FOR GRADUATE STUDENTS

Transforming Your Research Into Teaching(TYRIT)-
7-week workshop for graduate students on how to
develop a new course- starts wk of June 12- students
create syllabus and detailed plan for one course unit/topic.

**Preparing to Apply for Nationally Competitive
Fellowships-Tuesday, June 6, 2023 2-3:15 pm** virtual
workshop with Susan Scarrow- also may be useful for
incoming PhD students.

NEW POLICIES PASSED BY GPSC- EFFECTIVE FALL 2023

- Admissions Policies
 - Updates to general policies
 - Process to request changes in standardized test requirements
- Thesis/dissertation Committee Policy
 - Enter committee members into PeopleSoft
- Thesis/dissertation Defense Policy

ADMISSIONS POLICY CHANGES

Updates to admissions policy includes guidance regarding:

- appeals of admissions decisions
- deferrals
- rescinding of admissions offers

Appeals of admissions decisions should be directed to the graduate program director or admissions committee chair. The decision of the graduate program is final.

If an applicant is found to have presented fraudulent or misleading information during the admissions process, the offer of admission may be rescinded. An appeal of a rescinded offer of admission should be sent to the Vice Provost and Dean of the Graduate School whose decision in is final.

REQUEST TO CHANGE STANDARDIZED TEST SCORE ADMISSIONS REQUIREMENTS

Program submits request to associate dean in the form of a memo which includes the information below:

1. Program name (s), Department and College
2. Specific request (waive the test scores for all applicants, test score optional)
3. Short description of how applications will be evaluated in the absence of standardized test scores

After approving, Associate Dean sends the memo to the Vice Provost and Dean of the Graduate School for final approval.

As a reminder there are 3 configurations for the test score question in the application:

- 1) Test score required (and waiver options Y/N)
- 2) Test score optional
- 3) No test score question

THESIS/DISSERTATION COMMITTEES

Excerpt from policy:

All thesis/dissertation committee members should be entered into the student information system when the committee is formed to facilitate accurate academic records. **Exception:** At this time, committee members not employed by the University of Houston cannot be entered into the student information system.



THESIS/DISSERTATION FINAL DEFENSE

The thesis/dissertation committee will conduct a final exam/defense as specified in the degree requirements. The final exam/defense should be scheduled such that the thesis/dissertation is available in nearly final form so that the committee has adequate time to review the document prior to the final exam/defense. While the final exam/defense may broadly cover the disciplinary field of the candidate's training, the primary questioning should be related to the thesis/dissertation. **A positive evaluation by the thesis/dissertation committee – with at most one dissension – is required for a student to pass.** The dissenting member should indicate their dissent on the approval form. At the discretion of the thesis/dissertation committee and per the graduate program rules, a student may be given one opportunity to repeat a final exam/defense for the master's/doctoral degree. The repeat exam/defense must be held no later than the end of the next fall/spring semester (summer terms excluded). A graduate program may have stricter requirements with respect to the final exam/defense and these requirements should be clearly articulated in the written policies and procedures or catalog entry for the graduate program.

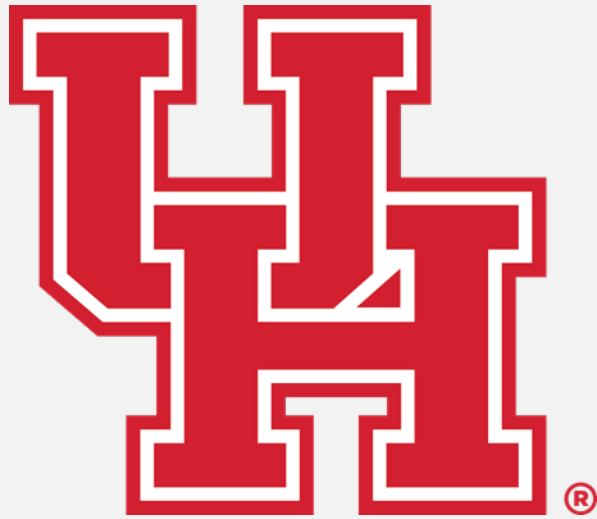
ACADEMIC WARNING/PROBATION

Academic Warning– students notified that they are on Academic Warning if their cumulative GPA falls below 3.0- started Fall 2021

Academic Probation- after a semester of academic warning, student has one semester to raise GPA, failure to do so will result in Academic Probation – started Spring 2022

Please see the policy in its entirety.

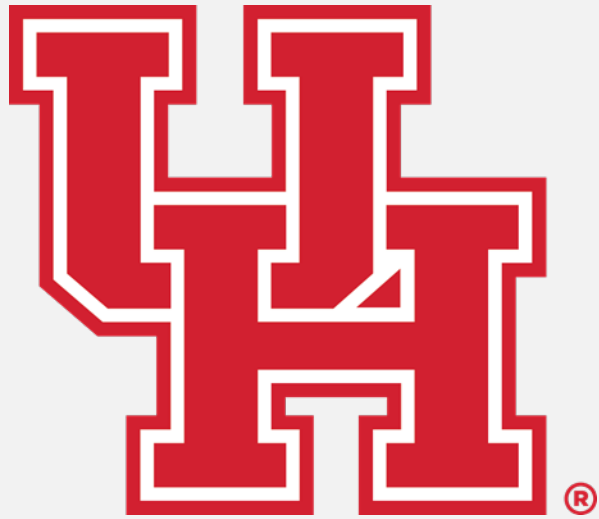
http://publications.uh.edu/content.php?catoid=40&navoid=14006#academic_warning_probation



NO UPDATES

SHARI CORPREW

*Director, Graduate School
Office of the Provost*



DR. TASHEMIA JONES

*Assistant Director of Academic Affairs, Graduate School
Office of the Provost*

ADVISOR OF THE MONTH FORM

- Forms are due by the 15th of each month
- <https://www.uh.edu/graduate-school/forms/graduate-advisor-of-the-month-nomination-form-2022-23.pdf>
- **Clarification:** All graduate Academic Advisors, Program Directors can be nominated for this award

The screenshot shows the 'Graduate Advisor of the Month Nomination Form' from the University of Houston Graduate School Office of the Provost. The form is divided into two main sections: 'Nominator's Information' and 'Nominee's Information'. Each section contains fields for College, First Name, Last Name, Email, and Department. The 'Nominator's Information' section also includes a Phone field. Below these sections, there is a question: 'Previous advisor of the month recognition?' with 'Yes' and 'No' options, each followed by an empty checkbox. A large text area is provided for listing reasons for the nomination. At the bottom, a red text box instructs to submit the form to Dr. Tashemia Jones via tvjones@uh.edu by the 15th of each month. The form number '092022 tvj' is printed in the bottom right corner.

UH Graduate School
Office of the Provost

**Graduate Advisor of the Month
Nomination Form**

Nominator's Information:

College: _____ Department: _____
First Name: _____ Last Name: _____
Email: _____ Phone: _____

Nominee's Information:

First Name: _____ Last Name: _____
College: _____ Department: _____
Title: _____ Email: _____

Previous advisor of the month recognition? Yes No

Please list all reasons why you think this person should be
Advisor of the Month:

*Please submit this form directly to Dr. Tashemia Jones via
tvjones@uh.edu by the 15th of each month*

092022 tvj

GRAD ADVISOR OF THE MONTH AWARD



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Anna Marchese

Program Director
College of Liberal Arts

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

**THANK
YOU!**

March 15, 2023

GRAD ADVISOR OF THE MONTH AWARD



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Melissa Nieto

Program Director
College of Pharmacy

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

April 15, 2023

GRAD ADVISOR OF THE MONTH AWARD



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Donella Dillon

Academic Advisor II
Technology Division
Cullen College of Engineering

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

May 15, 2023

CATALOG/CURRICULOG UPDATES

- Catalog submission for 23-24 is now closed
- 24-25 will open July 1st (or sooner)
- 23-24 catalog publish goal is June 15th
- Collaborating with OUR to re-establish efficient submission process

DISSERTATION ACCELERATOR 23-24 DATES

- One week prior to classes beginning from 9:00 am – 4:00 pm, Mon-Thur
- Fall 2023 – August 14-17
- Spring 2024 – January 11-14

- Applications to apply will open in July/December



FITZGERALD SMITH

*Associate Director of Admissions, Graduate School
Office of the Provost*

PRIOR DEGREE VERIFICATION

- Prior degree verification holds will be released for all incoming international Fall 2023 students on **Friday May 26th**.
- PDV holds have returned to current student accounts preventing them from enrollment if they have not yet provided us with official academic documents required.
- All current students with a PDV hold were identified and emailed.
- Transcript analysts are available to meet with students at the Grad School office to accept academic documents on Mondays to Fridays between 9am-3pm. **No appointment is required.**
- Students are asked to contact gradschool@uh.edu with any questions regarding their academic documents or visit our website: <https://www.uh.edu/graduate-school/international-students/transcripts/>
- .

APPLICATION DEADLINES

- Spring, fall and summer 2024 application deadlines have been updated if changes were sent to me.
- Spring 2024 applications have been open from May 1, 2023.
- Summer and Fall 2024 applications will open on August 1, 2023.

ANNUAL CHANGES

- Annual changes period for upcoming academic year.
- Focus group consisting of college coordinators met last month to share applicant feedback and gather ideas surrounding the functionality of the application and applicant experience.
- Please remember to submit annual changes to me by **Friday May 26th**.
Reminder email sent.

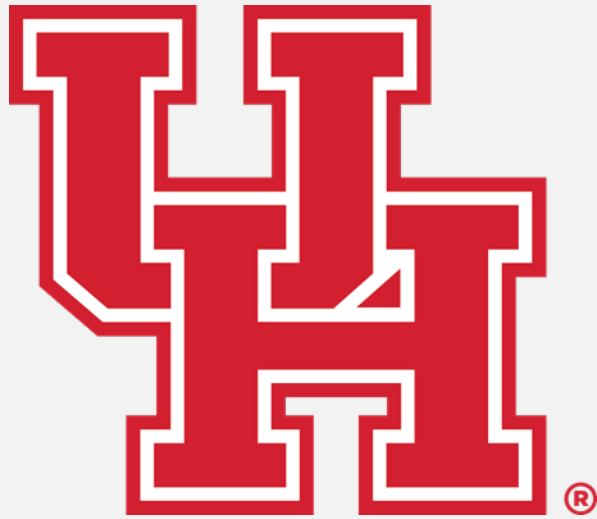
DECISION “OFFER” LETTER REMINDERS

- Ensure that offer letters are up to date.
- When making changes to decision letters please remember to assign the new letter and ensure a decision release date is entered correctly (students have reported not being able to access decision letters). Please cross-check “System Decision Letter Release Date-Time” and “App Status”.
- Inform applicants to log back into their ApplyWeb accounts to view and accept their offer letter.

UPCOMING EVENTS

- **Graduate Admissions Team Information Session**
 - Grad admissions team will meet to discuss best practices to facilitate recruitment and application processing. Summer date: TBD
- **UH Graduate School Recruitment Fair**
 - Save the date: **September 28th 11 am-2pm**
 - Location: Butler Plaza

More information will be provided on our website in the upcoming weeks.



MARTIN O'DONNELL

*SEVIS Compliance Coordinator, Graduate School
Office of the Provost*

FALL 2023 I-20 STATS

- Over 1,000+ I-20s have been processed and sent out to incoming students.
- Average processing time is under 3 days (if students have submitted all necessary documents).
- Increased communication with incoming students.

IN-STATE TUITION REDUCTION

- On I-20, CTW is reflected as a reduction in tuition.
- The Reason: it is not paid to the students.

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 10,365	Personal Funds	\$ 0
Living Expenses	\$ 14,300	TA, GTF	\$ 28,421
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other : Books	\$ 1,300	On-Campus Employment	\$
TOTAL	\$ 25,965	TOTAL	\$ 28,421



NO UPDATES

VANESSA CASTILLO

*SEVIS Compliance Coordinator, Graduate School
Office of the Provost*



NO UPDATES

JAMES MARTINEZ

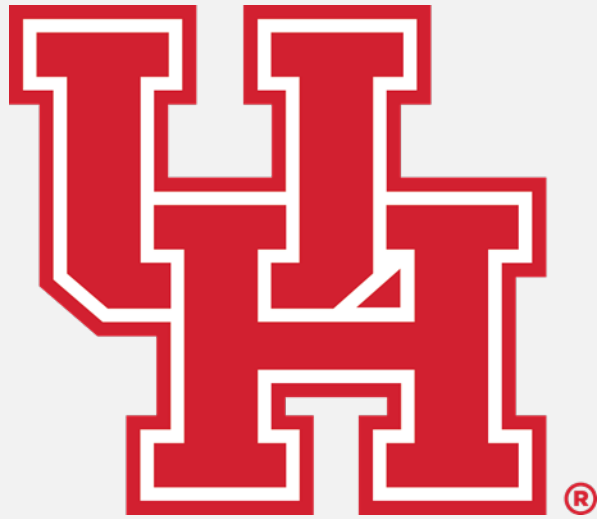
*Program Manager Admissions, Graduate School
Office of the Provost*



NO UPDATES

KRYSTAL SUGULLEH STEWART

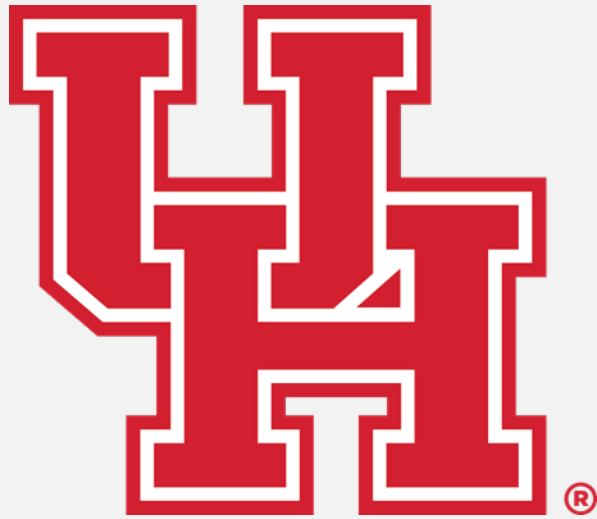
*Program Manager, Recruiter Graduate School
Office of the Provost*



NO UPDATES

BRIDGETTE JONES

*Executive Administrative Assistant/Events Coordinator,
Graduate School
Office of the Provost*



NO UPDATES

STEFAN JOHNSSON

*Associate Director
International Student & Scholarship Services Office*



NO UPDATES

CASSANDRA HEAVRIN

Senior Associate Registrar

RACHEL HONORA

Senior Associate Registrar

Office of the University Registrar