Graduate Program Coordinators Meeting
February 18, 2014

Lori Bowman, Human Resources and Fiscal Office

GRA-GS Match Title and Fee Authorization Issue
Students currently appointed in the GRA-GS Match title will not have a SP14 Fee Authorization panel. The Graduate School is aware of the issue and has developed a work-around process so that the SP14 fees should post correctly to the Graduate School on the March general ledger. Please do NOT enter any correcting journal entries. Contact Lori Bowman if you have any questions or if you would like to request that these fees reflect cost share.

Samuel Jordan, Registration Services
• I began a new position here in the Graduate School and my previous job will post this Saturday (if you know of anyone interested please encourage them to apply)
• A general reminder that any termination of a GA appointment prior to May 15 is considered an early termination and requires Graduate School approval
• The May Session credit will work the same as it did last year for dual degree students who are enrolled in both plans prior to summer, but graduate in one plan in spring will still be eligible for the credit.
• International students who are required to take ESL Composition courses must complete those requirements by the end of summer (if an extension is required, the GSSC can contact me to request a one term extension).

Tim Watson, Graduation Services
Graduation Services is going to an electronic forms process for all graduate programs in autumn semester, 2014. A pilot will be conducted with a dozen or so programs in summer, 2014. More information will be forthcoming over the next few months.

Katherine Eckstrand, Fellowship Office

Fellowship Awards Process
• February 20 is the deadline for submitting College-Allocated, Reallocated, and Combination requests IF programs want the letters to be sent on March 3. However, requests can be made any time between now and April 1. Award letters after the
deadline will be sent on a rolling basis once all information has been confirmed and entered. The Request Forms posted on the Graduate School’s web site MUST be used for this process.

- **Reallocations must be made to students who were nominated in either the UF or GE Fellowship Competition.** College-allocated fellowships may be made to any admitted student who meets the fellowship criteria.
- College-allocated nominations that have been submitted in the Nomination System are reviewed the next day as it takes one day to upload the student information.
- On February 26, the Graduate School’s award letters will be posted to the Nomination System for program review. Please check to make sure all the information is correct, and contact Katherine Eckstrand as soon as possible if it is not.
- Fellowship award letters will be sent to students on March 3. As the Graduate School receives student acceptances or declinations, we will place a “Y” or “N” in the “Alloc. Accepted” column in the Nomination System. If the box is blank, it means we have not heard from the student. Please check your program’s page often and let Katherine know if you have received different information than what is reflected in the system.
- Programs may notify students of their award as soon as they have verified that all information is correct. **Please do NOT provide the student with any specific information about the fellowship and do not suggest that they contact the Graduate School.** DO let them know they will receive an award letter from the Graduate School on March 3 with all details. We want to make sure students receive accurate information. If you are also making an offer, please make sure students know this is in addition to the award from the Graduate School.
- The Graduate School does not provide reviewer feedback on individual nominees. However, we do encourage program staff to meet with Associate Dean Scott Herness. He can provide general information and discuss criteria important to the reviewers as well as make suggestions for future competitions. To schedule an appointment, please contact Jill Toft at 292-9490.

**Presidential Fellowship**
- Nomination deadline is March 28. We anticipate opening the Nomination System on March 7.

**Summer Appointments/GFA Requests**
- Requests to appoint students to a fellowship (i.e., dissertation year, Presidential Fellowship, early 2014 fellowship start) or to request a Graduate School Matching Tuition and Fee Award beginning in the summer must be made by May 1. Due to the PeopleSoft upgrade, we cannot guarantee that appointments will be made if received after this date.

**Fulbright Fellowships**
- Fulbright Week will be held April 14 – 18.
- Contact Katherine if your program (or group of programs) is interested in a presentation to students about the Fulbright Fellowship opportunities.