



Graduate School

Service Statement 2021-2022

Introduction

The Graduate School (GS) provides support for graduate and professional programs across campus. This support occurs in several areas: Policy Oversight and Implementation, Support to Departments and Colleges, Student Programming and Support, Recruitment and Admissions, Financial Support to Students, Graduation Confirmation, and Communications.

Policy and Curricular Oversight and Implementation

The GS works closely with the Graduate Council and all of its subcommittees to ensure that policies and curricula are implemented as intended. The GS provides the staff support for the Graduate Council and all of its subcommittees; this includes creating agendas and minutes for all meetings. The GS oversees all appeals that come to the Graduate Council Appeals Committee. The GS receives all curricular changes from academic colleges and prepares them for review by the Curriculum Committee and subsequently Graduate Council. GS staff maintain the Graduate Catalog and provide curricular and policy updates annually.

The GS is responsible for serving in a liaison role with the UT System and THEC. The GS supports the process through which new programs are approved. The GS works with the UT System and THEC to ensure that the inventory of programs remains up-to-date.

The GS works in coordination with the Office of the University Registrar to determine academic standing (good standing, probation, dismissal) at the end of each semester. The GS handles student and program notifications when changes in academic standing occur.

Support to Departments and Colleges

The GS coordinates monthly meetings with college associate deans to share information, discuss challenges, plan activities, and develop strategies on shared goals. The GS maintains the inventory of Directors of Graduate Studies for departments across campus and shares updates twice weekly.

The GS helps departments and colleges troubleshoot difficult issues with students. The GS collaborates with various offices (Dean of Students Office, the Office of Student Conduct and Community Standards, and the Office of Research Compliance, etc.) as needed to address issues.

Financial Support to Students

Over \$4.5M in graduate fellowships are distributed annually through the GS. This annual distribution includes \$4M in E&G funds for graduate fellowships, \$250K in Access and Diversity Funds, and over \$400K in endowed fellowships.

The GS provides tuition support to students with prestigious fellowships (NSF, NIH, Fulbright, etc.) and for grants that require a cost share for tuition support. The amount varies each year (FY21 just over \$286K). The GS works with the Graduate Council to award over \$260K in Student/Faculty Research Awards.

When BAM starts (FY 23), the GS will no longer oversee the Central Fee Waiver Pool (>\$18M per year).

Graduate Admissions and Recruitment

The Office of Graduate Admissions (OGA) provides the platform through which students are admitted into the university (except for Colleges of Law and Veterinary Medicine). The OGA ensures that published admissions standards are followed, residency is determined, and assists with the EVEA process. The OGA receives, verifies, and assesses official transcripts. The OGA works closely with departments to implement any annual changes to admissions requirements, to troubleshoot issues that may arise during the application process, and to provide training to departmental users of the admissions platform. The OGA works closely with OIT and the Office of the University Registrar to ensure that data integrity is maintained in our student information system and data warehouse.

Recruitment is supported in various ways. GS staff work with departments to create communication plans within the admissions CRM to encourage prospective applicants to complete their applications. The GS coordinates regular meetings of the Graduate Recruiters Network to share best practices on recruitment. The GS provides training on and support for the use of a Holistic Admissions Process, which is often helpful in creating a more diverse applicant pool. The GS provides small grants to department to assist with recruitment initiatives. The GS hosts campus visits with particular attention paid to making McNair Scholars and students from HBCUs aware of the opportunities at UT. GS staff attend recruitment venues focused on providing pathways for URM students.

Degree Confirmation

GS staff verify that students who have applied to graduate have met all degree requirements (exceptions are DVM and JD programs). The GS receives and process all forms (admission to candidacy, pass/fail forms, etc.) required by university policy. GS staff ensure that thesis and dissertations that are submitted into TRACE follow formatting requirements.

Student Programming and Support

The GS provides administrative support to the Graduate Student Senate (GSS). This includes oversight of the GSS Research Travel Awards and GSS Academic Support Awards (combination is \$350K). The GS supports GSS initiatives and programming.

The GS plans and manages several large events each year in support of our students. These include the Graduate Hooding (twice per year), New Graduate Student Orientation, New GTA Orientation, and several events during Graduate and Professional Student Appreciation Week.

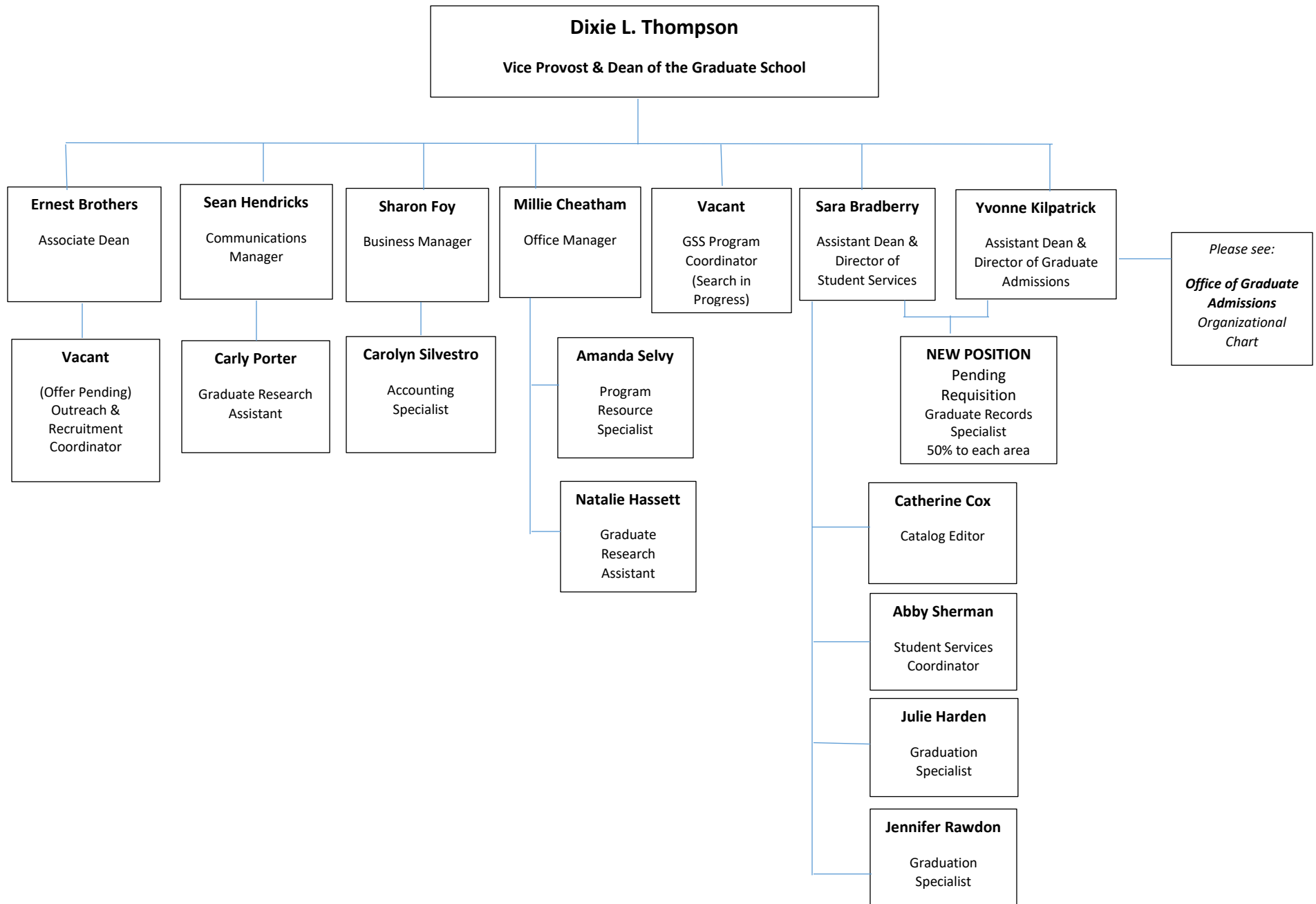
The GS provides support to students throughout their time at UT. This includes providing receiving and processing requests such as a leave of absence and the graduate restart program. The GS serves as the 'advisor' for students added as non-degree seeking students.

Professional development opportunities are coordinated by the GS through the GPSPD Network, a collaborative partnership across campus to empower students with skills often not gained through traditional disciplinary curricula. The GS provides support for special programs such as the Doctoral Scholars Program and the SEC Emerging Scholars Program.

Communications

Communications efforts take several forms. The maintenance of the GS website and social media accounts provides information to audiences such as prospective students, current students, and faculty and staff across campus. The twice weekly email updates to DGSs allows sharing of information with departments in a timely manner. GS staff work with departments to create communication plans to support recruitment, admission and enrollment of prospective students. The GS works with communicators across campus to promote graduate and professional student success stories.

Graduate School Organizational Chart (October 2021)



University of Tennessee
Office of Graduate Admissions
Organizational Chart (October 22, 2021)

