Welcome/Dean’s News

- Gas Revenues
  - Strategic use of this revenue for faculty recruiting and retention and graduate and undergraduate student support will be discussed. This includes discussions about expanding doctoral support to non-STEM programs.

- Graduate Student Travel Funds Available - $24,000
  - Graduate Advisors are asked to help to publicize this program.
  - Student recipients must be active members of Graduate Student Senate.
  - Please direct any questions to Lisa Berry, phone: 2-0862, e-mail: lberry@uta.edu.

- 99-hour Rule
  - In 1997, Texas placed a 99-hour limit on the number of doctoral credit hours that are eligible for formula funding for any student first enrolled in the Summer 1999 semester or after. Subsequently, UT Arlington received permission to charge non-resident tuition to students exceeding the 99 doctoral hour limit to compensate for this loss of formula funding. We then revised this policy to reduce degree completion hurdles for our doctoral students. The new policy stated that any student first enrolled in a UT Arlington graduate program in Summer 1999 or after would be required to pay non-resident tuition beginning the first long semester in which a) the student has been enrolled previously as a graduate student for 14 or more long semesters, AND b) the student has accumulated more than 99 semester credit hours of doctoral study at UT Arlington. Students exceeding both limits are not eligible for state-funded assistantships or for university-funded fellowships. Under this policy, reaching only one of the two limits will not result in higher tuition or loss of funding.
  - To implement this policy, the Office of Graduate Studies (OGS) will conduct a review and notify graduate advisors if they have students who have exceeded 99 doctoral hours and 14 long semesters. This will normally take place in the Spring Term. To apply for an exception to this policy, a graduate advisor, student, and student committee chair must develop a formalized agreement and timeline for completing the degree complete with goals and milestones that must be met. This plan should be recorded using the Annual Doctoral Student Progress Report which will be available in Fall 2008. A graduate advisor, student, and student committee chair must also supply a memo that explains why the student has not completed his or
her degree, when the student can be expected to complete it, and what steps will be taken to assure that the student will finish by the anticipated completion date. Copies of the agreement, the memo, and any supplemental materials that help clarify performance expectations must be submitted to the Graduate School Dean for review. If an exception is approved, the agreement is a contract. Exceptions are more likely to be given to students who are near completion of their degrees and require only limited additional time to successfully complete their studies. Failure to provide an agreement or fulfill its terms will result in a student’s having to pay non-resident tuition in future semesters.

- Please it should be remembered that

- There is a four-year deadline to complete dissertation from the point in time in which the Comprehensive Examination was passed. Students may be required to retake the examination if they exceed this time limit.
- Students can be removed from a graduate program for lack of satisfactory progress. There is now a process described in the Graduate Catalog for terminating a student who is failing to make satisfactory progress.

Preliminary Fall 2008 Enrollment

- Enrollment was good—25,061 (Fall 2008) v. 24,888 (Fall 2007).
- Doctoral enrollment was up—940 (Fall 2008) v 590 (Fall 2001).
- An unprecedented number of doctoral degrees were conferred in 2007-08—151 v. 72 in 2000-01.

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<tr>
<th>Fall 2007 v. Fall 2008 Graduate Enrollment Comparative Analysis</th>
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<tr>
<td>Enrollment</td>
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<tr>
<td>Total Graduate Enrollment</td>
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<td>Conferred doctoral degrees*</td>
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*2006-07 v. 2007-08

Brief Announcements and FYIs
• eShipGlobal

In March 2008, the Office of Graduate Studies (OGS) implemented the option that allows international students to request their I-20s be sent to them via express mail. This option makes UT Arlington more competitive, since the first I-20 to reach the student can be a determining factor in the school the student chooses to attend. Admitted students register and pay their own shipping costs at the eShipGlobal website, https://study.eshipglobal.com. OGS staff print the airbills and prepare the packages for delivery. For Fall 2008, OGS sent 272 I-20s by express mail through eShipGlobal. Please encourage your accepted applicants to select this mailing option.

Soon, we will extend the use of eShipGlobal to both domestic and international students submitting application supporting documents (transcripts, financial documents, etc.) to the OGS. Please direct any questions to Polly Downs, phone: 2-3799, e-mail: polly@uta.edu.
• Continuing student status/Early semester drops
Students enrolled as of the first day of classes of the semester are considered active for that semester. Therefore, students who drop on or after the first day of classes are considered continuing students and they are eligible to register for the following semester without applying for readmission or updating their applications for admission.

• GTA Manual
The OGS has produced an online handbook for GTAs. The intent of this document is to provide GTAs with a resource to help them understand the conditions that apply to their employment as a GTA, highlight their basic responsibilities as an employee of the University and explain the processes and procedures that they must follow to fully meet those responsibilities. The Handbook has sections on GTA Eligibility, Ethics and Personal Conduct, Basic Class Management, etc. The handbook also provides resources like a syllabus template and emergency phone numbers. This is a great resource for all of your GTAs. The handbook can be found online at https://grad.uta.edu/pdfs/faculty/GTA%20Handbook.pdf.

• RCR (Responsible Conduct of Research Survey)
Soon, OGS will send a survey to faculty regarding RCR education and activities in your departments and across campus. Enhancing the educational experience of graduate students to include emphasis on scholarly values, ethics and responsible conduct has received increasing attention over the past 15 years. Organizations such as the Council of Graduate Schools and The Southern Association of Colleges and Schools (SACS) and many professional organizations and Federal agencies now expect, and in some cases require, training in values, ethics and responsible conduct. Many educators have also come to share the view we have a responsibility both individually and institutionally to assure student and faculty have the knowledge and skills that will help them prepare future generations to navigate through an increasingly complex ethical and value landscape. Such training generally covers issues related to authorship, mentoring, data ownership, publication practices and strives to increase a student's competency in ethical decision-making. Professional development activities including Responsible Conduct of Research (RCR) training are often created to support or enhance the efforts of individual faculty members to address these challenges with their students. This survey, which draws heavily on one used by Old Dominion University, is intended to gauge interest in and need for professional development and RCR activities related to ethics, values and responsible conduct.
**Introduce new OGS Staff members**

- **Heather Connor - Coordinator for Special Programs (Financial Aid Coordinator)**
  - Report financial support for graduate students
  - Work with external agencies to simplify payment processes with cost-share agreements
  - Oversee the graduate fellowship program
  - Contact: 2-5667 hconnor@uta.edu

- **Lisa Berry - Retention/Completion Coordinator**
  - Implement comprehensive, research-based programming intended to enhance academic and professional development opportunities for graduate students and to support efforts to increase graduate student retention and decrease time to degree completion.
  - Contact 2-0862 lberry@uta.edu

**Graduate Student Services**

- "Et Cetera" an Academic and Professional Enrichment Series

  This fall, we launched "Et Cetera." This series will present workshops, lectures, and other events that support UT Arlington graduate students' academic and career development. Et Cetera is a product of collaboration between the Office of Graduate Studies and colleges, schools, and departments on campus. This semester workshop topics include: How to Get a Non-Academic Job, Writing Circles and Effective Critiquing Methods, and a Graduate Student Panel providing tips for Surviving Grad School. The dates and times of all events are listed in the "Et Cetera" brochure that advisors will be receiving through campus mail next week.

- Writing Center for graduate students (The following description of this service was provided by Mr. Wallace in the Writing Center.)

  David Wallace is the Graduate Writing Assistant in the University Writing Center. His job is to work specifically with graduate students on the writing projects that are an inevitable part of graduate work. Although there is great benefit to be had by graduate students who visit the University Writing Center, there are three significant misconceptions about the mission of the Writing Center and its tutors that keep the large majority of graduate students from taking advantage of their services.

  Three Common **Misconceptions** about the University Writing Center:

  1. The Writing Center is only for undergraduate students:

     Graduate students are always welcome in the University Writing Center. Although a large majority of their clientele consists of undergraduate students, they provide writing help for graduate students working on seminar papers, thesis or dissertations, articles, or any other type of writing. In addition, there are many fine tutors, both graduates and undergraduates, available from 9:00...
a.m. to 7:00 p.m. and from 2:00 to 6:00 p.m. on weekends to assist those graduate student writers whose classes are scheduled around their jobs.

2. The Writing Center will edit or proofread work:

The University Writing Center is not an editing service. Their goal is, ultimately, to improve student writing, not just individual papers. Although the writing projects students bring with them to their sessions are the means by which they achieve our goals, their job is not to proofread work and point out grammatical or mechanical errors. Instead, they will first focus tutoring sessions on more global issues, such as organization, clarity, support, or style before moving on to the bare-bones issues of mechanical or grammatical mistakes.

3. The Writing Center is for remedial writers:

Although the University Writing Center is equipped to serve students with remedial writing problems, serving that portion of the student population is not the whole of their mission. All writers need objective perspectives of their work. In fact, both experienced graduate student writers and members of the university faculty make use of the Writing Center's offer of objective readers and experienced and knowledgeable tutors.

The University Writing Center is available to serve graduate students. They offer tutoring services every day of the week. Drop-in appointments are first come, first serve, but a student can make an appointment with any of our fine tutors through the Writing Center website at www.uta.edu/owl. To schedule an initial appointment with the Graduate Writing Assistant or for more information, students may email Mr. Wallace at drwall@uta.edu or contact the University Writing Center at 817-272-2601.

Graduate Recruiting

- GradFest will be held on Thursday, October 16. This year’s event GradFest 2008, sponsored by the UT Arlington Office of Graduate Studies will have recruiting and retention components.
  - We will begin the day with a Graduate and Professional School fair from 10:00 a.m. to 2:00 p.m. in the Palo Duro Lounge of E.H. Hereford University Center. We have invited graduate and professional schools from around the state and the country. Therefore, we really want to make sure that we showcase our UT Arlington programs. The Graduate and Professional School Fair is designed for current undergraduate students who are considering graduate and professional school. To register and reserve a table for your department/program, go to https://grad.uta.edu/ and click on GradFest/Graduate and Professional Day.
From noon to 3:00 pm, in the UC Upper Level (Concho, Guadalupe, San Saba, and Palo Pinto rooms) we will conduct Round-Table and Panel Discussions that are designed for prospective and new graduate students. At these sessions, we will discuss admissions, financial aid, and test prep. At 12:30 p.m., Dr. Raymond Jackson, Associate Professor-Psychology and Associate Dean-Graduate School, will lead a panel of current UT Arlington graduate students, who will discuss their experiences as graduate students. Please help us to spread the word by encouraging your prospective and new graduate students to attend this event.

- Texas Swing https://grad.uta.edu/faculty/UnivRecruitingCalendar.asp

- OGS Recruiting will reimburse Texas Swing registration fee for the first table at each sponsored event if participants from that department will:
  - collect prospect cards for all programs on campus
  - return those cards immediately to the Graduate School

If your department is interested in attending:

- Register and pay for the events that you plan to attend through the hosting institution.

- In addition, please go to the Texas Swing Calendar https://grad.uta.edu/faculty/UnivRecruitingCalendar.asp and complete the “Request form” to inform OGS of your intent to attend specific Texas Swing events.

- Upon receipt of the cards and a simple after action report, OGS will reimburse the department for the registration expense.

Please direct any questions to Alisa Johnson, phone: 2-0708, e-mail: alisa@uta.edu.

Question & Answers

- A question was raised about how best to manage situations in which students change members on thesis or dissertation committees. One suggestion was to allow determination of when committee members are dropped or added.

Answer: The OGS will explore possible means to address this concern, including the feasibility of recording such information in MyMav.