Sixth Annual Graduate Program Directors / Administrators / Secretaries Workshop / Retreat
I. Introduction & Opening Remarks

Dr. Robert Sowell
Rick Liston
The fabulous journey of Directors of Graduate Programs in search of themselves

ZEN AND THE ART OF GRADUATE PROGRAM ADMINISTRATION

AN INQUIRY INTO VALUES

REBECA C. RUFTY
NC State Graduate School Associate Dean

THE GRADUATE SCHOOL @ NC STATE UNIVERSITY
DGP AND GRADUATE FACULTY RESPONSIBILITIES

Graduate Administrative Handbook

http://www.fis.ncsu.edu/grad_publicns/handbook/
MOST IMPORTANT ROLE OF DGP AND GRADUATE FACULTY

- Mentoring of students
- Provide moral compass
- Serve as gatekeeper of quality standards
- Impart professional skills
- Prepare next generation of professionals, educators, scientists, engineers
STUDENT’S RIGHTS AND RESPONSIBILITIES

- [http://www2.acs.ncsu.edu/grad/publicns/rights.htm#gsr](http://www2.acs.ncsu.edu/grad/publicns/rights.htm#gsr)
- Know all the policies, rules and regulations governing graduate program.
- Meet all requirements on a timely basis.
- Make honest contributions to discipline and society
• So…. if you do your job well and students do their job well, we will all live happily hereafter and my job can be eliminated!
### Graduate Student Attrition Rates by Dept. and Type of University (Lovitts, 2001)

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>RURAL UNIV.</th>
<th>URBAN UNIV.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>32</td>
<td>47</td>
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<tr>
<td>Chemistry</td>
<td>19</td>
<td>42</td>
</tr>
<tr>
<td>Biology</td>
<td>39</td>
<td>65</td>
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<tr>
<td>Economics</td>
<td>22</td>
<td>82</td>
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<tr>
<td>Sociology</td>
<td>28</td>
<td>72</td>
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<tr>
<td>Psychology</td>
<td>41</td>
<td>23</td>
</tr>
<tr>
<td>English</td>
<td>34</td>
<td>76</td>
</tr>
<tr>
<td>TOTAL</td>
<td>33</td>
<td>68</td>
</tr>
</tbody>
</table>
LEAVING THE IVORY TOWER: SOCIAL-STRUCTURAL CAUSES OF DOCTORAL STUDENT ATTRITION (LOVITTS, 2001)

• “Attrition is less what students bring to the University, than what happens to them after they enroll”

• “The real problem is with the character of graduate programs rather than with the character of their students”

• Attrition is a function of “cognitive map development” and factors “deeply embedded in the...culture of graduate education”
RETENTION AND “COGNITIVE MAP DEVELOPMENT” (LOVITTS, 2001)

• Understanding of faculty expectations:
  • Formal requirements such as course work, qualifying exams, dissertation.
  • Informal or unwritten expectations, academic tasks, and social and political relationships.
• Integration into the academic community, the social community and the professional community.
DIFFERENCES BETWEEN COMPLETERS AND NON-COMPLETERS (LOVITTS, 2001)

- Undergraduate GPA of completers = 3.53. Non-completers = 3.55
- Females GPA = 3.59; Males = 3.51
- Women leave graduate programs in higher numbers than males
- Undergraduate GPA of female non-completers was highest of all (3.62)
Overall completion in the US is ~50%

Humanities < Social Sciences < Physical Sciences < Life Sciences

Completion rate in the UK is 71% after 7 years

http://www.phdcompletion.org/
WHY SHOULD WE CARE ABOUT COMPLETION OF PHD?

• Europe has surpassed US production of doctorates and other countries catching up
• Doctoral production is way down among US citizens
• Growth only in international students
• Shortage in talent pool, sp. in STEM disciplines
• Science and math training is not good in K-12
WHY SHOULD WE CARE?

- Doctoral education is very expensive
- Minorities complete at lower rates than non-minorities
- Females complete at lower rates than males
- International students have shorter time to degree than US students
- Political issues
- Global competitiveness
RATE OF PHD ATTRITION AT NC STATE

<table>
<thead>
<tr>
<th>Discipline Groups Studied</th>
<th>Number of entering doctoral students</th>
<th>Apparent PhD Attrition to date***</th>
<th>Apparent PhD Attrition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>134</td>
<td>45</td>
<td>34%</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>49</td>
<td>17</td>
<td>35%</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>169</td>
<td>80</td>
<td>47%</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>157</td>
<td>77</td>
<td>49%</td>
</tr>
</tbody>
</table>


*** Total Cohort less completers and those still enrolled
GOOD AND BAD ATTRITION

- Admissions decisions are critical – the right people apply and are admitted
- Look beyond GRE and GPA (interviews, career goals, commitment)
- High completion rate not necessarily a low quality indicator
- Study why some students fail to complete degree (critical self assessment)
SELF ASSESSMENT

• Study factors influencing time to degree in your own program
• Early vs. late attrition
• Are we squandering human and financial resources?
INTERVENTIONS AND BEST PRACTICES

• Document institutional/dept. policies, practices, procedures, rules, regulations that will enable your program to successfully graduate students we admit

• Identify models of excellent mentor-advisee relationships (strong communication, mutual respect, shared enterprise, collective rights and responsibilities, etc.)
BEST PRACTICES, cont.

- Review admissions procedures (truth in advertising)
- What does it take for students to succeed academically and professionally in your discipline?
- Clear expectations (orientation, handbooks, websites)
- Feedback (benchmarks, milestones, annual evaluations of students’ progress, prelims)
BEST PRACTICES, cont.

• Provide proper environment in which faculty and students form productive working relationships
• MENTORING!!!!
• Funding
• Recognition of early signs of trouble
• Study success stories
CASE STUDIES

Student Grievance 1:
• I was not provided with proper advice and guidance
• My committee did not provide timely feedback
• I request that my PhD be conferred
Student Grievance # 1- The Facts

• Started program in Spring 1994
• Time limit expired Fall 2003
• POW approved in 1995
• Completed course work in 1996
• 1996-2003 – Student registered for XXX 895/899 (received “S” grade every semester)
• GPA = 3.666
Grievance # 1, (cont.)

- Passes preliminary exam after second attempt in 2001
- Submits first draft of dissertation to committee chair in December 2002
- June, 2003-- Dissertation is delivered to committee
- Student fails final exam January 2, 2004 and is terminated immediately.
STUDENT GRIEVANCE # 2

• I was neglected and abused by my graduate committee
• My committee members repeatedly rejected my work and did not provide feedback
• My committee unfairly failed me in my preliminary exam
• I request a new committee and request to be allowed to continue with my original project and get a re-examination (second chance at prelim)
GRIEVANCE # 2 – THE FACTS

• Admitted to PhD program in 1996
• POW submitted in 2000
• Course work completed in 2000
• 2000-2003 -- Student registers for XXX 895 and receives grades of LA, U, S, IN
• GPA = 3.721
• 2004 – student takes preliminary exam (based on a dissertation proposal) but fails exam. A month later files grievance requesting a re-examination.
FINDING SOLUTIONS

• WHAT CAN WE DO COLLECTIVELY TO IMPROVE GRADUATE EDUCATION AT NC STATE?
• HOW CAN THE GRADUATE SCHOOL HELP YOU?
Refreshment break
(15 minutes)
III. On-Line Admissions Changes

Nanda Irons
Joseph Perez
Dr. Rebeca Rufty
Rick Liston
New Applicant On-Line "Intent to Enroll" Form

- Admitted may indicate their intentions online regarding an admissions offer
- Departmental users will be able to see this information from the WebCenter
New Applicant On-Line "Intent to Enroll" Form

- Example of online decision letter and link to enrollment form:

- Example of what WebCenter users see after form is submitted:

  ![Decision Letter Example]

  Link will appear at the bottom of certain decision letters. Click link to see details.

  This will say accepted or declined, depending on the applicant's answer.

  Complete Status

  - Application Fee
  - Recommend
  - Standardized Test Scores
  - Transcripts

  Enrollments

  Enrollment Information
  Enrollment Accepted on 7/29/2005 9:34:00 AM

  Enrollment Information
  Enrollment Declined on 7/29/2005 9:33:00 AM

8/3/2005

THE GRADUATE SCHOOL @ NC STATE UNIVERSITY
New Applicant On-Line "Intent to Enroll" Form

DEMONSTRATION

Enrollment Information

Information Confirmation
Please confirm (and correct if necessary) the following information:

Last Name: Doe-Brown
First Name: John
Current Email Address: 

Program Acceptance Information
If you have made a decision to accept or decline this offer, please indicate that decision by completing the form below. If you have made no decision at this time, close this window. We ask that you return to this form via your admission letter at the time you make your final decision.

Indicating your intent to enroll in the Graduate School at NC State University on this form does not constitute your official acceptance of an offer of admission. Please acknowledge your official acceptance in accordance with procedures communicated to you directly by the director of the program to which you are admitted.

NC State Student ID: 000
Graduate Degree Program: 
Admission Year: 2005
Admission Semester: Summer 1

THE GRADUATE SCHOOL @ NC STATE UNIVERSITY
Educational History Transcripts

- Scanned transcript images are available in the WebCenter
- Check for a dash and a number after the institution name under Supporting Documents
- Paper versions of scanned transcripts will no longer be routed to you effective for Fall 2006 applicants
On-line Decision Recommendation Form

• Use the online DGP Decision Recommendation form in the WebCenter.
• Complete the form online, print out; then sign and send hard copy to the Graduate School.
• Provides improved efficiency, faster turnaround, and other benefits.
• Target date for exclusive use: Fall 2006 applicant pool
On-line Decision Recommendation Form
Usage 10/10/2004 - 07/31/2005

- 70% of all graduate programs used the form in at least 90% of all of their admissions decision cases.
- 80% of all graduate programs used the form in the majority (>50%) of all of their admissions decision cases.
- 32% of all graduate programs used it exclusively for all of their admissions decisions.
- Only 8% of graduate programs (8) did not use it at all.

Based on 94 degree programs, many shared by the same department
ApplyYourself Enhancements

• WebCenter users will have the ability to edit the recommendation provider profile information that was provided by the applicant (previously not editable).

• Standard system reports can now be run into Excel, Word and html formats to provide greater flexibility for analyzing your data. Previously only PDF format was available.

• From a record’s action history screen, a copy of each delivered email can be viewed. You must be using the action history option when sending your emails.
ApplyYourself Enhancements (cont.)

• The recommendation area of the applicant summary screen will incorporate different icons to differentiate between not submitted and submitted offline recommendations, just like is currently the case for online recommendations. This will prevent you from having to open each recommendation to see the status.
ApplyYourself Enhancements (cont.)

DEMONSTRATION
TOEFL Changes

- New test type: “Internet-Based Testing” (iBT)
- File layout changes effective September 2005
- ETS plans to phase in the iBT over several months
- New file layout improves efficiency of data
- InfoWeb TOEFL Lookup (raw score records) and the ApplyYourself WebCenter (score records matched with applications) will accommodate the new format.
TOEFL Changes (contd.)

Production
TOEFL raw score lookup
(in InfoWeb)

This is where you normally look for raw score data.

This area has always been blank.

<table>
<thead>
<tr>
<th>TOEFL QUERY DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
</tr>
<tr>
<td>Computer-based Test</td>
</tr>
<tr>
<td>Official Score Report</td>
</tr>
<tr>
<td>For the Test of English as a Foreign Language</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Family Name)</td>
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<tr>
<td>(Given Name)</td>
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This is dynamic, based upon test type

<table>
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<tr>
<th>TOEFL Scaled Scores</th>
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<tr>
<td>Listening</td>
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<tr>
<td>Structure/Writing</td>
</tr>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>Total Score</td>
</tr>
</tbody>
</table>

Essay Rating: 5.0

<table>
<thead>
<tr>
<th>Process Date</th>
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</thead>
</table>

Month/Day/Year Test Date | Test Center Number | Month/Day/Year Date of Birth | Institution Code | Department Code | TAIWAN Native Country |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>5496</td>
<td>69</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineering, other Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHINESE Native Language</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpreting Information</th>
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</thead>
<tbody>
<tr>
<td>1 Degree</td>
</tr>
<tr>
<td>2 Reason for Taking TOEFL</td>
</tr>
</tbody>
</table>

Examinee's Mailing Address

TAIWAN

Import interpretation regarding Computer-based tests

Important information regarding Computer-based tests
**TOEFL Changes (contd.)**

This area will be blank for iBT (except for Process Date).

This is where you will look for iBT scores.

**Important information regarding Internet-based tests**

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**TOEFL QUERY DETAIL (DEV)**

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>Name: TE (Family or Registrant)</th>
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<tbody>
<tr>
<td>Internet-based Test</td>
<td>This is still dynamic, based upon test type</td>
</tr>
<tr>
<td>Official Score Report</td>
<td></td>
</tr>
<tr>
<td>For the Test of English as a Foreign Language</td>
<td></td>
</tr>
</tbody>
</table>

**Proposed mock-up showing new score layout**

- **07/15/2005 Process Date**

**TOEFL (Internet-Based Testing) Data (new as of September 2005)**

<table>
<thead>
<tr>
<th>Speaking Indicator: 2</th>
<th>Listening</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
<th>Total</th>
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<tr>
<td></td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>120</td>
</tr>
</tbody>
</table>

---

**Examinee’s Mailing Address**

BRIDGE STREET
UNIT 6B
BALLYHAUNIS
IRELAND

**Test Center Number**

8888

**Department Code**

78

**Native Country**

NORWAY

**Program Name**

Computer Sciences

**Nobles College**

**Language**

NORWEGIAN

---

**Month/Day/Year Test Date**

05/25/2005

**Month/Day/Year Date of Birth**

06/17/1981

**Sex**

F
TOEFL Changes (contd.)

- ApplyYourself Official TOEFL Scores section will also be updated (showing score records matched with applications)
- As always, you will continue to have the ability to see the four most recently-matched score records.
TOEFL Changes (contd.)

DEMONSTRATION
GRE Changes Planned: Verbal

• Emphasis on skills related to graduate work such as complex reasoning
  – Greater emphasis on higher cognitive skills; less dependence on vocabulary
    • No Antonyms or Analogies
  – More text-based materials such as reading passages
  – A broader selection of reading passages

• Expansion of computer-enabled tasks (e.g., highlighting a sentence in a passage that serves the function described in the question)
GRE Changes Planned: Quantitative

• Quantitative reasoning skills that are similar to skills typically used in graduate school
  – Proportion of Geometry questions decreased
  – Proportion of items involving “real-life” scenarios and date interpretation increased
  – Better use of technology (e.g., on-screen 4-function calculator with square root)

• Develop explicit claims about the kinds of reasoning required in the new measure, drawing on frameworks from MAA and NCTM publications
GRE Changes Planned: Analytical Writing

• New, more focused prompts to help insure original analytical writing
  – Prompts will reduce possibility of reliance on memorized materials
  – Limited or no reuse of prompts
• Both Argument and Issue tasks will be 30 minutes
• Essays will be available to Designated Institutions
  – Critical that Faculty understand the AW Task (e.g., timing, word processing system)
New GRE Verbal & Quantitative Scales will be Established!

• GRE Board Approved a Proposal for New scales. Parameters of the likely scale include:
  – 3-digits
  – 40 to 50 scale points
  – Numeric range outside of existing 200 – 800 scales.

• More detailed plans to be finalized based on the Fall 2005 field test.
Timeline for Major Events

• Fall 2005
  – Field Trials Completed
  – Sample test will be available on GRE Website at www.gre.org
  – Regional Meetings

• Spring / Summer 2006
  – Test preparation materials available
  – Regional Meetings continue

• October 2006
  – New GRE General Test Launched
  – Internet-Based testing (iBT)
Summary

• All 3 Sections revised (V, Q, AW)
• Linear Test
  – 29 Administrators per year
  – Staggered starting times to minimize time zone cheating
  – No item repetition
  – Test delivered via the Internet
• New Score Scale for Verbal and Quantitative
  – 3 digit, 40 – 50 scale points
• Standard Error of Measurement provided
• Essay Distribution
IV. International Admissions Made Easy

Lindsay Gentile
Rick Liston
ApplyYourself Website

- [https://webcenter.applyyourself.com/](https://webcenter.applyyourself.com/)

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
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<tbody>
<tr>
<td>International Admissions Clearance Status Inquiry click here:</td>
<td><a href="https://webcenter.applyyourself.com/">International Admission Status Information</a></td>
</tr>
<tr>
<td>Name</td>
<td>Doe</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Middle Name</td>
<td>O'Connor</td>
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</table>
# International Applicant Support Evaluation Calculator Academic Year 2005-2006

## Expense Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees:</td>
<td></td>
</tr>
<tr>
<td>Tuition (out-of-state rate)</td>
<td>$15,955</td>
</tr>
<tr>
<td>Student Fees</td>
<td>1,114</td>
</tr>
<tr>
<td>Total Estimated Tuition &amp; Fees</td>
<td>$17,069</td>
</tr>
<tr>
<td>Living Expenses 9 Months</td>
<td>$9,900</td>
</tr>
<tr>
<td>Health Insurance / Books:</td>
<td></td>
</tr>
<tr>
<td>Health Insurance (12 Months)</td>
<td>$1,535</td>
</tr>
<tr>
<td>Books</td>
<td>388</td>
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<tr>
<td>Total Estimated Insurance &amp; Books</td>
<td>$1,923</td>
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<tr>
<td><strong>Total Requirements</strong></td>
<td><strong>$28,892</strong></td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>$0</td>
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</table>

## Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC State Stipend (9 Months)</td>
<td>$11,402</td>
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<tr>
<td>NC State provided fee subsidy</td>
<td>0</td>
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<tr>
<td>GSSP Benefits:</td>
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<tr>
<td>Tuition</td>
<td>15,955</td>
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<td>Health Insurance</td>
<td>1,535</td>
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<td>Total GSSP Benefits</td>
<td>17,490</td>
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<tr>
<td><strong>Student Resources</strong></td>
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</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td><strong>$28,892</strong></td>
</tr>
</tbody>
</table>

## Twelve Month Annualized Stipend

$15,203

http://www2.acs.ncsu.edu/grad/faculty.htm
International Admissions Activity During 2004-2005

Graduate School Applications

Below are the total number of graduate applications received as of the dates indicated for all colleges for the coming summer and fall semesters (Summer/Fall 2005).

<table>
<thead>
<tr>
<th>SCH</th>
<th>INT</th>
<th>NC</th>
<th>US</th>
<th>DR</th>
<th>MR</th>
<th>TOTAL</th>
<th>SCH</th>
<th>INT</th>
<th>NC</th>
<th>US</th>
<th>DR</th>
<th>MR</th>
<th>TOTAL</th>
<th>TOTAL</th>
<th>% Change</th>
</tr>
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<tbody>
<tr>
<td>11</td>
<td>341</td>
<td>176</td>
<td>242</td>
<td>412</td>
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<td>759</td>
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THE GRADUATE SCHOOL @ NC STATE UNIVERSITY
International Admissions Activity During 2004-2005 (cont.)

Graduate School Admissions

Below are the total graduate admissions for all colleges (excluding withdrawn applications) as of the dates indicated for the coming summer and fall semesters (Summer/Fall 2005).

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<td>11.22</td>
<td>17.72</td>
<td>2.84</td>
<td>7.02</td>
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International Admissions Activity During 2004-2005 (cont.)

International Admits (1)
Decision Dates January 2005 and Later

Graduate School Cases 1160
OIS Cases 375
Case Responsibility not Designated 6
Total Requiring International Clearance 1541

(1) All cases including Full Admission, Provisional Admission, Admitted Applicant Declined Offer, Full Admission - Pending International Clearance, Full Deferred Admission - Pending IAC, Provisional Admission - Pending International Clearance, Provisional Deferred Admissions - Pending IAC
# International Admissions Activity During 2004-2005 (cont.)

## Graduate School Admissions

### Current Year vs. Prior Year

<table>
<thead>
<tr>
<th>Date</th>
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</table>
V. Graduate School InfoWeb & Unity Security

Rick Liston
Joseph Perez
Enhanced InfoWeb Security

• You can now log in using your Unity ID and password
• All of InfoWeb is encrypted with Secure Sockets Layer
• Benefits:
  – Brings us one step closer to single sign-on
  – No more additional ID’s and passwords to remember
  – A more secure environment for sensitive data
Enhanced InfoWeb Security

DEMONSTRATION
VI. Graduate Program Profile Update

Rick Liston
Joseph Perez
What’s New in the Profile?

• Gender/Ethnicity Breakdowns (Admissions and Degrees Awarded Data)
• Rolling 3-Year Time to Degree
• PhD Completion and PhD Attrition Charts
• Exit Survey Data Aggregated over Four Years
What’s New in the Profile?

DEMONSTRATION
Door Prizes

A special thanks to the Alumni Association; ARTS NC State – Visual and Performing Arts Programs; Balloons, Flowers & Gifts; Burning Coal Theatre Company; The Crafts Center; The Fresh Market; Quail Ridge Bookstore; NCSU Bookstores and Sir Speedy Printing for their support.
Lunch
12:00 – 1:00
(provided on-site)
IX. PeopleSoft Student Administration (Campus Solutions)

Dr. Louis Hunt
X. Human Resource Issues Affecting Graduate Students / Assistantship/Fellowship Update

Barbara Carroll
Janice Freeman
Graduate Assistantship & Fellowship Issues

- New FICA Regulation
- Changes to Additional Pay
- Timely Processing of Payroll Actions
- Fellowships
- Change to Bi-Weekly Payroll for Grads
XI. Easy Identification of Available Fellowships & Recruiting Resources

Dr. David Shafer

http://www2.acs.ncsu.edu/grad/funding/fellows.htm
Upcoming Events and Competitions

Symposia

• Fourth Annual Undergraduate Summer Research Symposium – August 4, 2005
• First Annual Graduate Student Research Symposium – March 30, 2006

Upcoming Competitions

• Recruiting Proposals – Due August 15, 2005
• International Travel Grants – August 15, 2005
XII. Graduate Assistants, Fellows and Financial Aid

Julie Rice-Mallette
Graduate Financial Aid

What’s In A Name?

• Award names: Scholarship, Grant, Stipend, Tuition Reduction, Waiver, Remission, Fellowship, Assistantship, Work-Study, Loan, etc.

• Regardless of what an award is called, what it is according to Federal and State guidelines determines how it is treated for Title IV purposes
What’s In A Name? (cont’d)

• If an award is considered employment according to Federal or State guidelines, it must be treated as employment for purposes of determining eligibility for Title IV aid
  – Federal and State employment rules are independent of student aid rules. Generally, employment rules entail issues such as withholding, Social Security Administration program participation, worker’s compensation, and unemployment insurance eligibility.
Paying Scholarships, Fellowships and Assistantships

• “Please keep in mind that the Internal Revenue Service provides a very clear distinction between scholarship/fellowship payments and wages. Scholarship and fellowship payments cannot carry any type of service requirement. When an individual is required to perform any services as a condition of receiving a scholarship or fellowship payment, it must be reported as wages and taxed accordingly. The source of funding of the scholarship and fellowship is not relative to how the payment is taxed. If you are awarding an individual a scholarship or fellowship which requires the recipient to perform any services, the payment should be paid using the title of graduate research assistantship or graduate teaching assistantship…”
When is an Award Considered a Resource for Federal Aid Purposes?

• A scholarship is generally an amount paid for the benefit of a student at an educational institution to aid in the pursuit of studies. The student may be either an undergraduate or graduate.

• A fellowship is generally an amount paid for the benefit of an individual to aid in the pursuit of study or research.
When is aid considered income?

• An assistantship or other graduate award (or portion of award) that is treated as employment and not based upon need is:
  – *not* considered a resource and EFA;
  – treated as income just like any other employment earnings of the student

  • that income should be included in the AGI on the student’s next financial aid application for inclusion in the calculation of the EFC
Refreshment break
(15 minutes)
XIV. Graduate Student Support Plan Update

Chris Buchanan
Online Notice of Sponsorship Form

- GSSP eligible students who receive an outstanding bill notice from the Cashier’s Office on 8/5/05 must complete the online notice of sponsorship form (http://www.fis.ncsu.edu/cashier/forms/sponsor.asp) no later than 8/7/05 indicating the on-campus rate (http://www.fis.ncsu.edu/cashier/tuition/gradtuition.asp) for total hours registered or their schedule will be canceled.

- Those with 2 sponsors should complete 2 forms.
Exception Guidelines Effective Fall 2005 for Time Extensions

• MR students – considered for exceptions only in the 5\textsuperscript{th} & 6\textsuperscript{th} semester and on the condition that their registration is in accordance with program & degree requirements.
• DR students with a previous graduate degree – considered for exceptions only in the 7\textsuperscript{th} - 10\textsuperscript{th} semesters and only for 3 hours of 899 in 9\textsuperscript{th} & 10\textsuperscript{th} semesters.
• DR students without a previous graduate degree – considered for exceptions only for 3 hours of 899 in the 11\textsuperscript{th} & 12\textsuperscript{th} semesters.
Proposed TR Match Requirement

• Proposed that effective Fall 2006 a 25% TR Match Requirement be implemented university wide from all non-state appropriated projects providing stipends for tuition remission eligible students.
Graduate Appointment Deadline

• Date by which graduate actions should be approved through college level.

• Upcoming Deadlines:
  – 8/3/05
  – 8/30/05 (census)

http://www2.acs.ncsu.edu/hr/payrollschedule.html
Consequences of Missing Monthly Deadline

• Student will temporarily lose insurance eligibility
• Tuition payment may be delayed
  – Important at the beginning of August & January for students who have Financial Aid which will be used (at least temporarily) to cover tuition if the student is not yet eligible for GSSP.
  – Also important at Fall & Spring Census dates.
2005-06 Insurance Rate

- $1535.00 annual rate
- $127.92 monthly rate

http://www.fis.ncsu.edu/grad_financialService/rates.htm
Reminders

• Fall 2005 Census is 8/30/05
  – Must meet the minimum registration requirement by this date.
  – Must have a qualifying appointment with an effective date of census day or earlier to be eligible for any tuition.
  – Actions not approved through College level by this date will caused significant delays in insurance and tuition payments.
GSSP Resources

• GSSP Handbook
  http://www.fis.ncsu.edu/grad_financialService/gssphdbk.pdf

• Requirements at a Glance Chart
  http://www.fis.ncsu.edu/grad_financialService/pocket_chart.htm

• GSSP Membership Inquiry on InfoWeb
  http://www.grad.ncsu.edu/infoweb

• GSA006 Screen in IDMS under IS06
XV. New Graduate Program and Course Development

Dr. Duane Larick

http://www.grad.ncsu.edu
XVI. Program Evaluation Update

Dr. Michael Carter

http://www.fis.ncsu.edu/grad_publicns/program_review
Program Evaluation Website Overview

**InfoWeb**
- Login for Program Directors, Graduate Secretaries, and Department Heads
- Program Evaluation, Reports & Surveys

**NC State Graduate Program Evaluation Management**
- Scroll-down menu

**PROGRAM EVALUATION MANAGEMENT HOME**

**Continuous & Ongoing Outcomes Assessment**
- View/build program Outcomes Assess. Plans
- Biennial Outcomes Assessment Report (*under construction as of Aug 3, 2005*)

**Program Review**
- Upload/download documents
- Access Graduate Program Profile Reports (*under construction as of Aug 3, 2005*)
Website Overview (contd.)

PROGRAM EVALUATION
MANAGEMENT HOME

Continuous & Ongoing Outcomes Assessment
- View/build program Outcomes Assess. Plans
- Biennial Outcomes Assessment Report (*under construction as of Aug 3, 2005*)

Program Review
- Upload/download documents
- Access Graduate Program Profile Reports (*under construction as of Aug 3, 2005*)

- To build your assessment plan
- To view your assessment plan
  1. Objectives & Outcomes
  2. Master Assessment Plan
  3. Assessment Plan by Programs
- Write/edit Biennial Assessment Report
- Review archived Biennial Assessment Reports
- Access Grad School Profile Reports
Website Overview (contd.)

PROGRAM EVALUATION MANAGEMENT HOME

Continuous & Ongoing Outcomes Assessment
- View/build program Outcomes Assess. Plans
- Biennial Outcomes Assessment Report (*under construction as of Aug 3, 2005*)

Program Review
- Upload/download documents
- Access Graduate Program Profile Reports (*under construction as of Aug 3, 2005*)

- To Upload Program Review Documents
- To Download Program Review Documents

- 10-Year Profile Reports
- College-level and Curriculum Summary Profile Reports
  - Program objectives and outcomes
  - Program Assessment Plan
Program Evaluation Website Demo

Mike Carter
mpc@ncsu.edu
mpc@gw.fis.ncsu.edu
919-513-7234
XVII. Conclusion & General Q&A

Dr. Robert Sowell

Please complete your Evaluation Forms
Door Prizes

A special thanks to the Alumni Association; ARTS NC State – Visual and Performing Arts Programs; The Crafts Center; The Fresh Market; NC State Athletics Department; NCSU Bookstores; péché de chocolat; Seagrove Pottery and University Theatre for their support.