

Graduate Council

October 18, 2019

Director's Report:

- **For those programs with individualized GSP's**, I have learned that you can populate the PLAN with UAF or UAS courses and not need to label them as transfer courses. DegreeWorks will find the courses directly. For transfer courses outside the UA system, the Transfer Course Placeholder is still necessary.
- **Deadline Reminder:** Deadline to register for **continuous registration***, thesis or project courses, independent or directed studies, practicum, or internships by 5:00 pm.
Note: students missing the continuous registration deadline and NOT enrolled in other graduate coursework listed on their GSP will be placed on academic probation. See UAA catalog for Continuous Registration policy.
I will be sending a reminder email to the graduate mailing.
- The Provost has approved the **final thesis submission deadline** for fall semester to be December 2 as a one-time exception due to the Thanksgiving holiday weekend coinciding with the normal deadline of December 1.
- For faculty novices in updating or creating graduate studies plans in DegreeWorks, the **DegreeWorks Planner Instructions for Graduate Students** guide is available on the [RO Faculty and Staff Intranet](#). Do forward this instructional information to all programs that require individualized GSP's. Your faculty graduate advisors will thank you.
- **FERPA Training requirement for non UA graduate committee members:**
 - Anyone with UA credentials, even non-employees (maybe a former student or employee), should complete FERPA training in **myUA**.
 - Those without a Banner record that interact with student data/information should read and sign the **[FERPA Overview for Users Without UA Credentials form](#)**, please email a copy to the Graduate School. It's available under Additional Resources on our [Privacy & FERPA webpage](#) (scroll to the bottom). The form can be securely stored (hard file or electronically) in the unit in which the volunteer is working until that contract/arrangement ends, after which time the form should be shredded. If the committee member returns in the future, they should complete the form again.

Registrars Report
October 18, 2019

Fall 2019 dates

October 25 - Deadline to register for independent and directed studies; practicum, internship, research, thesis, and open-entry courses; and continuous registration

Nov 1 - Withdrawal Deadline

Nov 15 - Deadline to apply for fall graduation and be included in the commencement program

Dec 6 - Deadline to apply for fall graduation

Dec 13 - Deadline to apply for spring 2020 reinstatement

Dec 9-14 - Final exams

Check out the updated final exam search: <https://www.uaa.alaska.edu/students/finals/>

Spring 2020 dates

Oct 28 - Spring schedule is published in UAOnline

Nov 8 - Graduate student registration starts

Nov 18 - Registration for incoming students with pending spring applications

Nov 25 - Open registration

Jan 13 - Spring instruction begins

Q: How are students removed from their UAA program?

A: Academic departments send a memo to the office of the registrar with a list of students to be removed from the program.

Students can also initiate a withdrawal by selecting "Withdraw Admission" in the [Request to Change Application for admission form](#) or simply email uaa.degrees@alaska.edu from their UA email account.

When the withdrawal request is processed or when they have been removed from their program by departments, their status is changed to "Inactive".

They have to reapply before they can enroll in any classes.

Students who have stopped out for two years will have to reapply as well.