



ISSUE #4, SPRING 2025

Hello, DGS's, DGC's, and Graduate Staff!

Welcome to *The DGS 411 Insider Volume 4* - updates specifically for you, addressing important information, ongoing technical changes, and key reminders. Please make it a habit to read each issue, which we plan to release quarterly. We hope this will help keep everyone apprised of "behind the scenes" improvements. Thank you for all you do to support the graduate students of UK!

Sincerely,
Padraic Kenney

P.S. - Please consider sharing this with all graduate faculty and staff

What's in this issue?

Need to Know

Tableau

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GSAS

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Need to Know



Helpful Tableau Reports

Visit the Graduate Data Portal [here](#).

Overloads

When to use an Overload Request Form?
Details are in the "About" section [here](#).

Staff Update

Suzanne McGinnis, Director of Graduate Admissions, has taken a position with the University of Dayton. She will be missed!



**DEADLINE FOR STUDENTS TO
ACCEPT GSAS FORM:**

May 25

[GSAS Summer Page](#)

**Summer GSAS
Open
[4/14-5/19](#)**

**'Exception to Business Procedures'
needed if
not submitted by [5/19](#)**

**Recommended start date in SAP payroll
assignment
no earlier than [5/4](#)**

**Recommended end date in SAP payroll
assignment
no later than [8/9](#)**



**Does Your Student Need
Verification of Completion
of their Degree
[before](#)
Conferral is Completed?**

[Degree Certification Document](#)

Theses & Dissertations



[Common Error Check Sheet >>](#)

May 2	Last day candidates for a May 2025 degree can submit their thesis/dissertation (ETD) for format review to the Graduate School via UKnowledge.
May 9	Last day for May 2025 degree candidates to submit final revised thesis/dissertation (ETD) to the Graduate School for students who first submitted May 2nd.
May 9-10	Commencement for May 2025 graduates



Late Add Deadlines

5/18 - Last day to drop a Summer '25 course or withdraw from all classes for a full refund

5/20 - Last day to add a Summer '25 class

Stipends

[FY 2026 Baseline Stipends](#)

Admissions Reminders

- Many applications are **awaiting program decisions**. Please process these. The sooner we get those, the sooner we can process on The Graduate School side.
- The Summer deadline for applications **has passed**.
- Fall international deadline **has passed** as of 04/15 (International students already in the US also fall under this deadline).
- Fall domestic deadline for programs who go by the Graduate School deadline is **07/25**.
- **Leave of Absence** requests for Fall need to be received prior to the start of the Fall semester on **08/25**.
- Any current student who is **trying to register and has a Graduate Admissions hold** on their account needs to contact our office A.S.A.P. to see what items are still needed to complete their admission.
- Students are now able to request a **change of entry term** in their application portal on their status page. Please direct all deferral requests there. Programs will be able to approve/deny change of entry term requests in Slate directly.



- There have been a handful of AMP students who are graduating in May who have had an issue with registering for their Grad level courses in the fall. An **override will need to be granted** in

order to allow those students who technically end AMP at the end of a term to be able to register for 500+ level courses.

- If a student with **over 105 credits fills out the AMP Intent form**, it notifies their advisor and the Grad School of the number of credits. The Grad School will then check the degree audit and confirm that the student has at least a semester's worth of undergrad to go, and then notifies the UG advisor to move forward with approval.

May DGS Monthly Meeting

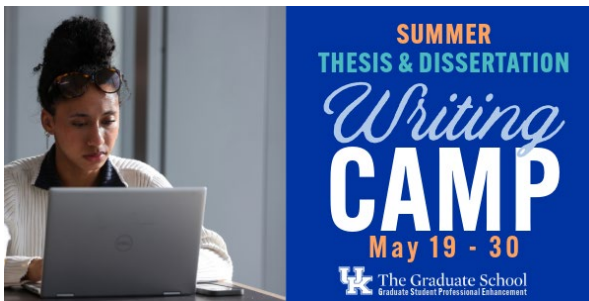
Thursday, May 15 via Zoom

9am-10am

Miss the April Meeting?

[Review Slide Deck & Recording](#)

Events for your Students



Dedicated writing time.
Supportive environment.

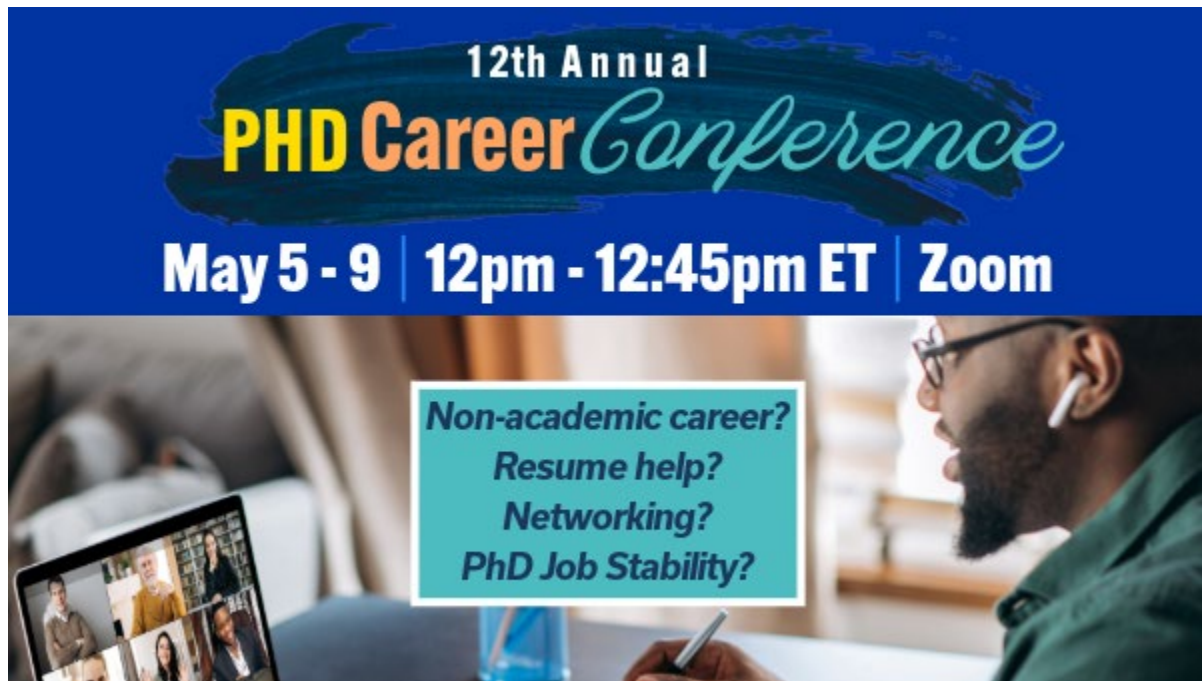
Registration closes
8:00a.m.
Monday, 5/12!

Hosted on Zoom with hybrid options.

Please recommend
Summer Writing Camp to
any students you think
might be in need of
additional support.

- Particularly effective for students who have **stalled or are struggling** to complete.
- Students are **more likely to register if recommended** by their DGS or professor.
- **Open to any graduate students** actively writing their master's thesis or doctoral dissertation.

REGISTRATION LINK



BEYOND THE PROFESSORIATE'S

PhD CAREER CONFERENCE

TELL YOUR DOCTORAL STUDENTS!

May 5 - 9

12 - 12:45pm

On Zoom

[Registration Link](#)

May 5: What employers actually value about your degree

May 6: How to write a resume

May 7: How to network when you don't have a network

May 8: Using LinkedIn in your job search

May 9: How to find jobs that will give you stability

Graduate Student *Opportunities*

➡ The Graduate School is seeking a graduate student for the [Marketing & Communications Graduate Assistantship](#) for **2025-26!**

➡ The [Center for Clinical and Translational Science](#) is accepting applications for the [Disparities Researchers Equalizing Access for all Communities \(DREAM\) Scholars Program](#). **Application deadline: May 5, 2025**

➡ The [Center for Clinical and Translational Science](#) is accepting applications for the [TL1 Post-doctoral Program](#). **Application deadline: May 5, 2025**

New Workflow *Forms*

The Graduate School is continuously improving PDF forms to turn them into electronic workflows.
We will share new workflows as they are developed. [Faculty & Staff Forms >>](#)



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