
GRADUATE
COORDINATOR
HANDBOOK

## Contents


Contents....2
General Information....2
Staff Contacts and Responsibilities....3
Graduate Coordinator Job Description....10
Graduate Coordinators and Graduate constituents' Communications....11
Program Changes and Updates....12
Obtaining Access....12
Admissions....13
Slate Admissions System....13
Admission contacts: Graduate and International Admissions....13
Processing of Domestic Applications....14
Using Slate....15
Communication from Departments....15
Making Admissions Decisions....15
Admissions Notification....16
Low GPA Admits....16
Deferral of admitted students (new process, as of December 2025)....17
Closing the Application....18
Non-Degree Seeking (Visiting) Student Admissions....19
Tips for Admission Processing....19
International Student Admission....20
English Proficiency Scores....20
English Waiver Guidelines....21
Higher National Diploma (HND)....21
INTO Sourced Applications....21
Enrollment Deposit Fee....21
Recruitment....22
Recruitment Assistance Program....22
Lunch Voucher Program....22

Improving Recruitment ..... 23
Graduate Assistantships ..... 23
Eligibility ..... 24
Graduate Pathway Students ..... 24
Classifications ..... 25
Graduate Assistant Taxation ..... 26
GA Low GPA Exceptions ..... 26
GA Reduced Course Load (PERS 938) ..... 26
GA Stipend Loans ..... 28
Non-GA Financial Assistance ..... 28
Scholarships and Fellowships ..... 28
Graduate School Tuition Scholarships ..... 28
General Tuition Scholarship Process ..... 28
Emergency Resources for Domestic and International Graduate Students ..... 29
Graduate Curriculum ..... 30
Graduate Curriculum Committee ..... 30
HLC 50%+ Rule ..... 30
Graduate Council ..... 30
General Information ..... 31
Graduate Faculty Status ..... 31
Exception for Teaching Graduate Courses ..... 31
International Student Advising ..... 31
Most Common Advisement Issues ..... 32
Most Common Student Visa Types ..... 33
Program Review ..... 34
Time to Degree ..... 35
Thesis/Dissertation Information ..... 36
Important Thesis/Dissertation Dates and Deadlines ..... 36
Continuous Thesis Registration for Master students ..... 36
Continuous Dissertation Registration for PhD students ..... 37
Full-Time Equivalency ..... 37
Thesis/Dissertation Process ..... 39

Degree Audits .....41
Credit Hour Limits .....42
Petition for Graduation Exceptions .....42
Appendix A: Grad Assistant Tax Information.....43
Appendix B: Slate Admissions At a Glance .....46
Appendix C: Campus Solutions Terms/Information .....48
Appendix D: Step by Step Instructions for Changing or Adding a Sequence (Sub-plan) to a Student's Record.....49

## General Information

Mail Code 4040
Illinois State University
Normal IL 61790-4040

Graduate School: 309-438-2583

Office of International Engagement: (309) 438-5276

**Staff Contacts and Responsibilities**

**Chris Almeda** cjalmed
438-9558
Fell Hall 264
Data Manager

Primary responsibilities: Data reporting, graduate and international enrollment data integrity.

**Chris Bray** grad.degree.audit (Use this alias email address to reach Chris Bray/Michael Castillo).
438-2585
Moulton Hall 106
Coordinator, Graduate Student Registrar Services, Admissions & Records Supervisor, (Office is located in the Registrar's Office – 106A Moulton Hall)

Primary responsibilities: Degree Audit, Transfer of Credit, Degree and Certificate Completion, Probation, Termination, Satisfactory Progress, Registration Assistance, Graduation Application

**Grace Brown** gsbrown
438-5223
Fell Hall 265
Financial Manager

Primary responsibilities: Graduate School and OIE financial manager.

**Rebecca Brown** rdbrown2
438-0893
Fell Hall, Second Floor

Associate Director for Partnerships and International Visitors

Primary responsibilities: Partnerships and international visitor management.

**Emmy Buonomo** ecbuono
438-5276
Fell Hall 262
Program Coordinator, International House and Special Programs

Primary responsibilities: Non-academic student support and programming.

**Kristin Carlson**, Ph.D. kacarl1
438-5745
Hovey Hall 208
Graduate Faculty Fellow for Student Success

Primary responsibilities: Focus on advancing graduate student success and retention; strengthening communication and collaboration among the Graduate School, graduate coordinators, faculty, and students; and gathering and analyzing data to inform evidence-based student support and strategic planning for graduate education across the University.

**Brynley Castro** isu_bicastr
438-2583/438-7299
Hovey Hall 208
Graduate Professional Assistant for Operations

Primary responsibilities: Front desk, customer service, and operations administrative support. Communications and marketing assistance, including events and special projects.

**Colby Cilento** copyright
Copyright Officer

Primary responsibilities: Overall administration of copyright issues and resources.

**Amke De Boes** amdeboe
438-5529
Fell Hall 224
Coordinator for Academic English and Pathway Programs

Primary responsibilities: Academic student support and program management.

**Rolanda (Ro) Echols** isu_rmechol
438-5679
Hovey Hall 208
Graduate Professional Assistant for Writing Support

Primary responsibilities: Delivers holistic writing support, conducts consultations, and assists peers with graduate-level writing projects.

**Boris Escalona** bdescal
438-2587
Hovey Hall 208
Coordinator, Graduate Faculty Services

Primary responsibilities: Graduate Council/Coordinator/Curriculum Committee/Faculty Support, Regulations & Procedures, Graduate Catalog, and general questions on Graduate Assistantships.

**Denise Fries-Romack** dmfries
438-5998
Hovey Hall 208
Admissions Processor

Primary responsibilities: Processing domestic admissions applications, working with graduate coordinators on review of domestic applications.

**Jacub Gawlik** jagawl1
438-5276
Fell Hall, Second Floor
Study Abroad Advisor

Primary responsibilities: Study abroad advising.

**Emma Guevara** elgueva
438-5276
Fell Hall, Second Floor
Assistant Director, Education Abroad

Primary responsibilities: Study abroad advising and program management.

**Pasisley Hartman** pdadams3
438-0861
Fell Hall, Second Floor
Academic Advisor for Academic English and Pathway Programs, Graduate Visiting Advisor

Primary responsibilities: Academic support and advising.

**Sarah Hastings** snhasti
438-5276
Fell Hall, Second Floor
Study Abroad Advisor

Primary responsibilities: Study abroad advising.

**John C. Hawkins**, Ph.D. jchawk2
438-2583
Hovey Hall 208
Coordinator, Graduate Writing Services

Primary responsibility: Provide writing support to graduate students from all academic fields

**April Jensen** aajense2
438-2597
Hovey Hall 208
Office Administrator

Primary responsibility: Graduate School office operations management, including scholarships, and inventory management.

**Frank Korte** fhkorte
438-2189
Hovey Hall 208
Admissions Processor

Primary responsibilities: Processing domestic admissions applications, working with graduate coordinators on review of domestic applications.

**Bridget Langdon** bmlangd
438-0855

Fel Hall 206
Assistant Director of Graduate and International Admissions

Primary responsibilities: Oversight of graduate and international admissions team.

**Valerie Maye** vrmaye
438-0897
Fell Hall 208
Evaluator and Designated School Official

Primary responsibilities: Processing of international applications, international transcript evaluation, issue of initial immigration documents, and international applicant customer service.

**Bren McMonigal** isu_bmmcmon
438-4593
Hovey Hall 208
Graduate Professional Assistant for Theses and Dissertations

Primary responsibilities: Coordinator of theses and dissertation processes, thesis and dissertation format reviews, thesis dissertation form processing and questions.

**Raja Paruchuri** rrparuc
438-3288
Fell Hall 208
Evaluator and Designated School Official

Primary responsibilities: Processing of international applications, international transcript evaluation, issue of initial immigration documents, and international applicant customer service.

**Claudia Petrescu,** Ph.D. capetr2
438-2583
Hovey Hall 209
Associate Vice President for Graduate Education and Internationalization Initiatives

Primary responsibilities: Overall administration of the Graduate School; dismissals, tuition waivers, policies and procedures and administration of the Office of International Engagement.

**Brenna Rulis** bmrulis
438-9557
Fell Hall 211
Evaluator and Designated School Official

Primary responsibilities: Processing of international applications, international transcript evaluation, issue of initial immigration documents, and international applicant customer service.

**Matt Schwab** mlschwa
438-5276
Fell Hall 244b
Associate Director, International House and Special Programs

Primary responsibilities: Non-academic student support and programming.

**Justin Stanek**, Ed.D. jmstane
438-7163
Hovey Hall 208
Graduate Faculty Fellow for Graduate Curriculum

Primary responsibilities: Focus on advancing the graduate curriculum.

**Kimiko Takeda** ktaked1
438-9556
Fell Hall 208
Evaluator and Designated School Official

Primary responsibilities: Processing of international applications, international transcript evaluation, issue of initial immigration documents, and international applicant customer service.

**Abdourahmane Thiam** athiam
438-7718
Fell Hall, Second Floor

Associate Director, MDI

Primary responsibilities: Management Development International (MDI).

**Wouter Van Alebeek, Ed.D.** wvanale
438-0865
Fell Hall 260
Director of Graduate and International Enrollment Management

Primary responsibilities: Overall oversight of enrollment management units (international admissions, data manager, I-house and Special programs).

**Aubrey Wagoner** arwagon
438-1931
Fell Hall 244C
International Student and Scholar Services Program Director

Primary responsibilities: ISSS Program Management.

**Essence Williams** edwill2
438-0851
Fell Hall 211
Evaluator and Designated School Official

Primary responsibilities: processing of international applications, international transcript evaluation, issue of initial immigration documents, international applicant customer service.

**Tyler Yozze** tjyozze
438-1931
Fell Hall 244D
International Student and Scholar Services Advisor

Primary responsibilities: ISSS advising.

## Graduate Coordinator Job Description

Graduate coordinators are responsible for:

- Maintaining the overall integrity of the graduate program in the department or school.
- Promoting the educational success of individual graduate students.
- Assuring clear communication between the degree program, the department/ school/college, the Graduate School, Admissions, and the graduate student.
- Having a thorough knowledge of all university graduate education related policies and procedures.
- Fostering recruitment, admission, and degree completion for a diverse group of highly talented students.
- Monitoring academic progress of students.
- Responding according to university policy to issues of academic integrity and academic probation.
- Developing and administering assessment plan for graduate programs within the department/school.
- Managing the program review process.
- Providing leadership in review of curriculum and design of professional development opportunities for graduate students.
- Advising chair/director on allocation of departmental/school Graduate Assistantships and Tuition Waivers.
- Attending graduate coordinator meetings
- Responding to the Graduate School, Registrar's Office, and Admissions regarding requested information.
- Assist students in securing Research Symposium Travel Support.
- Assist students in securing Scholarships, Fellowships, and other alternative funding.
- Monitor degree completion and requests to participate in Commencement.
- Supervise comprehensive exams, assuring consonance with regulations and requirements of the Graduate School and the program and submitting reports within.
- Monitor theses and dissertations and submit required forms.
- Monitor student admissions.
- Communicate to faculty all issues relating to graduate education including but not limited to deadlines for degree audits and commencement, changes in procedures, and policy implementation.
- Advising or assigning a faculty advisor to each student.
- Working with Human Resources on issues related to graduate assistants.
- Having a thorough understanding of the policies and procedures guiding graduate assistants in the Graduate Assistant Handbook.
- Serve as a liaison between the graduate faculty and the Graduate School.
- Monitor time to degree of each student in the program. Advise them on completing in a timely manner. Assist with the extension to degree request if needed.

## Graduate Coordinators and Graduate constituents' Communications

Meetings: Graduate coordinators and all graduate constituents (graduate faculty, administrators, staff) are invited to join the GS/OIE team members once a month during lunch time (BYOL). The

purpose of these regular meetings is to ensure a two-way communication between GS/OIE teams and the graduate community, to keep the graduate community up-to date about the work of these two units and to hear from graduate coordinators and constituents.

The link for those meetings can be found here: **Graduate Coordinator Meetings**. Important information will be shared through the graduate coordinator listserv and Teams si

Communication:

1. With graduate coordinators: Graduate coordinators' Team folder. Scope: admission and enrollment processing matters and information

2. With administration: Graduate and International Enrollment Team folder. Scope: enrollment data and information

## Program Changes and Updates

Changes to program information or a succession of the coordinator role need to be updated in different systems and websites. In order to keep track of these changes and make transitions as smooth as possible, changes can be submitted through two simple forms:

1. Graduate Coordinator Update Form

This form is developed to process updates to the coordinator and slate reviewer roles.

2. Program Update Form

This is a form we ask departments to review and submit between March and May, prior to the start of the summer semester. Coordinators can use this form to update specific sections on their respective admissions websites. The form also allows departments to request deadline changes for the upcoming admissions cycle.

## Obtaining Access

New coordinators will need access to a number of systems. The Graduate Coordinator Update Form will get a lot of this process started, but the Graduate School does not manage all systems. In addition to Slate and the Coordinator Teams Channel, new Coordinators will likely also need to request access to the following:

1. Campus Solutions
    a. While many of you may already have Campus Solutions access, if you need specific advisor access to help your students or review transcripts, you will need to request this access through the IT Support Center.
2. Cognos

a. IBM Cognos is a tool to run data reports from Campus Solutions, which is where enrollment, registration, and grade information is stored. Cognos access requires completion of a training followed by an access request.

## Admissions

### Slate Admissions System

If a coordinator or reviewer does not have access to the Slate admissions system, a week after the Graduate Coordinator Update Formwas completed, please forward their name, ULID, and access level to the, Bridget Langdon, Assistant Director Graduate and International Admissions. Email address: bmlangd@ilstu.edu

After the completion of Slate training, which is a self-paced series of videos, a ticket will be opened to grant access. Access level is either "approver" or "reviewer". Reviewers can see all of the application materials but cannot make decisions. Decisions can be made by people with "approver" status. Only 1-2 people per unit should have approver status.

To learn the Admissions System, see the Slate training materials in the Graduate Coordinator Team – Slate and CAS Video Tutorials.

Applicants are more likely to accept the offer of admission if the program has acknowledged their application and supporting materials promptly and kept them informed about when they are likely to have an admission decision. Increasing communication with applicants increases the chance of the student choosing ISU.

### Admission contacts: Graduate and International Admissions

Graduate and International Admissions teams are working closely together and a cross-training process is being developed. Until this is completed, please contact Graduate School for domestic admissions and OIE for international admission matters. You can also connect with either office and we will be sure to connect you to the appropriate place.

**Graduate Domestic**
graduateadmissions@illinoisstate.edu

Denise Fries-Romack, admissions evaluator/processor – dmfries@ilstu.edu, 8-5998
Frank Korte, admissions evaluator/processor – fhkorte@ilstu.edu, 8-2189

**International Admissions**
internationaladmissions@illinoisstate.edu

- Bridget Langdon, assistant director – bmlangd@ilstu.edu, 8-0855
- Essence Williams, admissions evaluator/processor – edwill2@ilstu.edu, 8-0851
- Kimiko Takeda, admissions evaluator/processor – ktaked1@ilstu.edu, 8-0855
- Raja Paruchuri, admissions evaluator/processor – rrparuc@ilstu.edu, 8-3288

- Brenna Rulis, admissions evaluator/processor – bmrulis@ilstu.edu, 8-9558
- Valerie Mayes, admissions evaluator/processor – vrmaye@ilstu.edu, 8-8053

Wouter Van Alebeek, Director Graduate and International Enrollment Management– wvanale@ilstu.edu, 8-0865

Chris Almeda, data manager – cjalmed@ilstu.edu, 8-0861

**Processing of Domestic Applications**

Applicants are sent the following automated emails from the Graduate School:

- Awaiting application submissions (4 days after app started)
- Awaiting an application fee payment (2 days after submission)
- Application received

- Inquiry Emails
  - Email 1 (+1 day in inquiry population)
  - Email 2 (+6 day in inquiry population)
  - Email 3 (+12 day in inquiry population)
  - Email 4 (+18 day in inquiry population)

- Admitted Student Emails
  - Congratulations (day official admission decision is released)
  - Next Steps (+4 days after official admission decision is released)
  - Registration Term Open (sent when upcoming term's registration is open)
  - Funding (+13 days after official admission decision is released)

- Enrollment Deposit Fee
  - Reminder 1 (+7 days after admission decision was released)
  - Reminder 2 (+18 days after admission decision was released)
  - Reminder 3 (+30 days after admission decision was released)
  - Reminder 4(+45 days after admission decision was released)
  - Confirmation of payment (upon confirmation of received payment)

- RedBird to GradBird
  - 4 emails sent to undergrad students with junior status
  - 4 emails sent to undergrad students with senior status

- Submitted, No Admission Decision
  - Email 1 (+14 days after submission)
  - Email 2 (+30 days after submission)
  - Email 3 (+60 days after submission)
  - Email 4 (+90 days after submission)
  - Email 5 (+120 days after submission)
  - Email 6 (+150 days after submission)
  - Email 7 (+180 days after submission)
  - Email 8 (+210 days after submission)

**Using Slate**

Slate is our application record and where you will go as a coordinator to review and make a decision on an applicant. Questions about Slate? Request a training by contacting GraduateAdmissions@IllinoisState.edu Bridget Langdon (bmlangd@ilstu.edu), Assistant Director Graduate and International admission is responsible for overseeing the adminssions' process and processing.

**Communication from Departments**

Slate is capable of sending automated communication. If you are interested in writing and coordinating an automated communication for your select program(s), please connect with Bridget Langdon (bmlangd@ilstu.edu).

**Making Admissions Decisions**

Admissions applications are placed into one individual person's queue within the Slate application system. This person will receive a semiweekly email (Mondays and Thursdays) informing them that students are ready for department review.

Graduate and International Admissions deems an application ready when all information is received such as:

- Test scores (GRE, GMAT, TOEFL, IELTS)
- Unofficial transcripts taken from a university within the US
- Unofficial transcripts are acceptable from outside the US for review
- Calculation relevant GPA
    - The Grade Point Average (GPA) of all undergraduate credentials earned in the United States that are used for graduate degree admission evaluation is calculated by the last 60 hours of undergraduate work. International credentials are evaluated by using cumulative GPA (CGPA) in lieu of the GPA from the last 60 hours of undergraduate work.

**If accepted, official transcripts and test scores are required for enrollment.**

**Note: Supplemental materials are monitored by the department on their own.**

**Please make your admissions decision as soon as possible**. Admission decisions should be made based on academic merit and not the availability of funding. Do not hold decisions on admission based on your department's availability of GA-ships. You can offer a GAship to an admitted student after the admission letter went out, when you have information about your graduate tuition waivers and stipends funding.

If other schools send their admissions decisions sooner, your applicants may assume that you are not interested in them and make plans to go elsewhere.

**Waitlist queues are an option. Please consult with the admissions team on how this can be set up and expectations of how to use the waitlist.** Waitlist should only be utilized if the

department cannot make an admission decision at that time. Availability of funding, like GA-ships, are not a valid reason to not admit students if they meet all admission requirements.

Keep in mind that traditionally international students will attend the university that sends their admission decision first. Preparing to travel to the United States, which includes obtaining a visa, can be burdensome and slow for students. Early decisions help streamline this process and increase the odds that international students can arrive on campus in time for the start of the semester. So, if you have a good international student, you should review and make a decision as soon as possible to increase the chance of them selecting ISU.

**Admissions Notification**

As soon as a student is moved into the next "bin" of Grad Dept: Admit or Deny, you may begin contacting the student. It takes 24-48 hours for a student to be notified in Slate. An email is sent to students notifying that a decision has been made in their portal to view. If you contact a student right away, we advise letting them know that their admissions portal may take up to 48 hours to reflect the change.

A student can access their decision letter (deny or admit) on their application portal.

**Low GPA Admits**

Applicants with admit GPAs 2.5 - 2.79 will not be granted regular admission and will need to be conditionally admitted after approval by the Graduate and International Admissions Assistant Director. Please route to the "Defer to Graduate School" bin for review. They are also not eligible for an assistantship.

The student has one semester to establish a GPA at 3.0 or above or be terminated from the program. The student will not automatically be approved by the Graduate School. The Graduate Coordinator must provide a justification for this admission. Justifications typically include such things as: high GRE or other test score, successful work experience in the discipline, a note that the low undergrad GPA was due only to low grades outside the graduate field.

Applicants with last 60-hour GPAs under 2.50 will not be approved for any form of admission, regardless of the rationale. Coordinators will not receive these applications for review. Coordinators desiring to help such students gain admission to the Graduate School should advise them to take at least 3 courses as a Visiting Student and then reapply if they establish a GPA of 3.0 or above.

**Deferral of admitted students (new process, as of December 2025)**

- A deferral is moving the program start date of an accepted student to a future term.
- Applications can be deferred for up to one academic year (Fall to Fall, Spring to Spring, etc.).
- *The admission decision for the original application will be valid for the deferred term. Departments are not asked to re-review previous accepted applicants.*

- *Deferrals only apply to the admission decision. They are related to the start of the semester academic term and not to any funding provided in the acceptance letter (i.e. GAship, scholarship, etc).*
- Departments may re-evaluate fund availability and funding offers for the student who has been deferred. The department may choose to provide similar funding as the one originally provided or not.
- Admission decisions and deferrals will not be connected to funding or available funding. Qualified students, after deferral, can decide if they want to enroll, even without scholarships or tuition waivers.
- Deferred students will show up on the admitted student list for the new term.
- For terms that are not open to regular applications, deferrals are not an option. If the department wants to accept deferrals but not new applications, they can make this request on the Graduate Program Update form. Departments must either allow or decline *all* deferrals for a specific term. The process applies to all students who choose to defer.

**Processing Notes**

- Deferrals applications can automatically be moved to admitted bin once document collection is complete.
- Student needs to submit official outstanding documents in order to finalize the deferral process (GRE test scores, English proficiency).
- New application needed in the CAS system(s) if the student cannot join their program after one academic year deferral.
- INTO needs to collect new application fee for deferrals past one academic year.
-

**For Faculty:**

- Deferrals are admitted students for the upcoming term.
- Deferred students will show up on their admitted list for the term in which the student will start.
- If a department has a “closed” term, but has students who can/want to start during that “closed” term, the department will need to determine and communicate if they want to change the “closed” term to “ Open” term before the Graduate School deadline for submitting changes (May).

A student’s application, application fee, and decision are good for one academic year. For instance, if a student applies for fall, and wants to defer admission, their application and fee are only good until, and including, the following fall term.

Students can request a deferral by completing the deferral form.

As a coordinator, you can request a deferral for a student on their behalf as long as you have that confirmed from the student. Please email GraduateAdmissions@ilstu.edu or InternationalAdmissions@ilstu.edu, depending on the student to request the application update.

Applications will not be backdated unless there is a particularly compelling reason. The assistant director will review such requests. Request for a backdate or term change can be made by completing the Application Term Change Request.

**Closing the Application**

Programs now close automatically on the application. If an application has been submitted but is incomplete (due to missing materials), the Graduate School will stop receiving these materials a month after the application deadline. Departments may request a change to their application deadline prior to May 1 for the upcoming application cycle (Fall, Spring, and Summer).

Best practice would dictate that departments set a priority deadline after which they start reviewing applicants and a final deadline after which point they no longer accept applicants.

Applicants cannot apply after the final application deadline has passed. Departments should consider extending their application deadline for all prospective students if they experience a large number of students who missed the deadline.

If your department has reached capacity and the application needs to be closed earlier than the advertised deadline, please work with the Assistant Director of Graduate and International Admissions, Bridget Langdon. Please note that advanced notice of closure is required as it takes approximately two weeks to make sure no further applications are submitted and all impacted students are notified. Running a Query of Applicants and Admitted Students

You can run a list admitted students and applicants who are currently in your queue by running this query in Slate A list of applicants and admitted students can be generated by running the "Applied Students" and "Admitted Students" in Cognos. **Deficiencies**

If you have included conditions for deficiency courses upon admission, you must also communicate these courses to the student after admission has been granted. These deficiencies are tracked by the department and not the Graduate School or Registrar's Office.

However, there is a section on the review form for you to include deficiencies and those courses can be pulled by running a query in Slate.

**Non-Degree Seeking (Visiting) Student Admissions**

Visitor applications for the spring, summer and fall semesters close the week prior to the start of classes. . Under certain circumstances, department chairs/school directors and graduate coordinators may ask Graduate Admissions to process a late visitor application. **Those requests for exceptions to the application deadline must come to the Graduate School directly from the chair or coordinator's e-mail, not from the student.**

Graduate coordinators who confirm that there is an open seat in one or more of their courses and are willing to have the visitor add the course/s late may e-mail GraduateAdmissions@IllinoisState.edu. The student's visitor application is then processed after the deadline.

The chair/director or coordinator may require that the student first secure permission from the instructor of the course(s) before considering a request for late processing of a visitor application. After the application for admission as a visitor is processed, the student will still need to register for the course.

Non-Degree seeking and visiting students are not eligible for a Graduate Assistantship.

**Tips for Admission Processing**

- Making admission processes efficient as possible
    - Decide which items you use in the admissions review that make a student successful in your program.
    - Removing items not used, such as GRE or letters of recommendation.
- Review applications quickly and as they come in.
- Set realistic deadline dates
    - Look at your competition's dates.
    - Often times, applicants will enroll at the university that provides a timely decision
    - Do not close applications early and make late decisions (Nov. closure and March admits)
    - Set a priority deadline if you want to encourage students to apply early. Plan to start reviewing shortly after the priority deadline.
- Set target enrollment using data rather than arbitrary means (do not use number of graduate assistantships to offer or number of desired advisees).
- **Don't assume every student has to be on a graduate assistantship.** Admission decisions should be based on academic merit.
- Give faculty deadlines to review applicant materials. Missing the deadline may result in them not being able to provide feedback.
- Know your yield rate and enrollment data over the past several years. This data is available on the Graduate Coordinator Teams Channel.

**International Student Admission**

There are very specific international student guidelines for admissions.

**Summer Start**: All F-1/J-1 international students who will be in the U.S. to begin their program in the summer need to have full-time student status with a minimum of 6 credit hours of coursework. At least 3 credits must be in person or hybrid. An F-1/J-1 student beginning their program in summer cannot be enrolled in only online courses.

**Online courses**: F-1/J-1 international students have specific regulatory limits for online coursework. In general, only one online course is permitted per semester. Graduate students, therefore, must have at least 6 credit hours of in person or hybrid coursework and at least 9 credit hours total each fall and spring semester.

- Graduate Coordinators are encouraged to keep these summer start and online limits in mind when assisting international students with mapping out their plan of study.
- The number of online courses may be impacted by other factors, so international students should be advised to check with their ISSS Advisor if they have questions or concerns.

- More information regarding this topic and other common advising concerns related to international students can be found in the ISSS Toolkit for Academic Advisors.

### English Proficiency Scores

An English proficiency exam is required for many international students. Illinois State accepts the following tests to demonstrate proficiency in English:

- Test of English as a Foreign Language (TOEFL)
- International English Language Testing System (IELTS)
- Duolingo English Test
- Pearson Test of English (PTE) Academic
- Michigan English Test

Students who receive less than the minimum acceptable score will be denied by International Admissions without sending files to the department. However, if the department has an INTO Graduate Pathway program in place, students will automatically be considered for admission into the Pathway program.

We require the following minimum scores:

- TOEFL internet-based (iBT): 81
- TOEFL Essentials: 8.5
- TOEFL (newest scale): 4.5
- IELTS overall band score: 6.5
- Duolingo: 105
- PTEA: 55
- MET:58

Some graduate programs require higher minimum scores for admission.

### English Waiver Guidelines

To determine if an applicant is eligible to receive a waiver, refer to our English Waiver Guidelines. For assistance with English Waiver Guidelines contact InternationalAdmissions@IllinoisState.edu.

#### *Waiver Eligible Anglophone Countries*

- Australia
- Canada
- Ireland
- New Zealand
- United Kingdom (England, Scotland, Northern Ireland, Wales)
- African (Anglophone): Botswana, Burundi, Cameroon, Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Namibia, Nigeria, Rwanda, Sierra Leone, South Africa, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe
- Commonwealth Caribbean (Anglophone): Antigua, Bahamas, Barbados, Belize, Bermuda, Cayman Islands, Jamaica, Trinidad and Tobago

### Higher National Diploma (HND)

A Higher National Diploma (HND) is not considered equivalent to a bachelor's degree. Students whose highest earned degree is HND are eligible to apply to our undergraduate transfer programs.

https://illinoisstate.edu/admissions/international/requirements/

## INTO Sourced Applications

Applications recruited by INTO are processed in a different system and will not show in Slate. To inform departments of their admitted INTO applicants who have confirmed they plan to attend ISU, the Data Manager updates a list of students on the Graduate Coordinator Teams Channel. INTO applicants are reviewed by the International Admissions team, and admission decisions are made based on the admission standards that were provided by the department to the admissions team.

## Enrollment Deposit Fee

A non-refundable enrollment deposit fee (EDF) of $150 will be required for all new graduate students prior to course registration or the issue of immigration documents. Students will only pay the enrollment deposit one time. Any student enrolling in multiple or additional programs, or needing to defer to a future semester, will not have to pay a subsequent enrollment deposit.

As mentioned above, the EDF is a crucial step to a newly admitted student moving forward in the admission process. Upon admission, the EDF status is automatically added to a student's checklist and a hold is put on their account.

**Domestic students** are unable to register for classes until the EDF is paid.

**International students** will not receive immigration documents (I-20s) and are unable to register for classes until the EDF is paid.

The hold in Campus Solutions is synced to the EDF checklist item in Slate. As soon as the item exists, so does the hold. When the checklist item is completed or removed, so is the hold.

Please direct students to this webpage for additional support regarding paying their EDF: https://help.illinoisstate.edu/technology/support-topics/student-administration/applicants/grad-students-pay-your-enrollment-deposit-fee.

Refer to the EDF Guidebook, found in the Graduate Coordinator Teams channel, for more detailed information pertaining to EDFs.

## Recruitment

Note that enrollment numbers and trends are a required element of every program review. These trends are monitored closely and used to project enrollment each semester.

Wouter Van Alebeek, wvanale@ilstu.edu, serves as the Director of Graduate and Enrollment Management. He will work with AVP, Claudia Petrescu, and the graduate constituents to set up recruitment strategies.

### Recruitment Assistance Program

The Graduate School offers recruitment funding assistance for departments to recruit graduate students each year. Initiatives for use of the funds vary by the needs of the unit. Examples of initiatives include printing or web-based availability of recruitment materials, interview costs for recruiting students, participation in recruitment fairs, or professional activities. Learn more about the Recruitment Assistance Program and fill out a request online.

### Lunch Voucher Program

The Graduate School teamed up with Event Management Dining and Hospitality to offer a voucher for prospective graduate students to eat lunch on campus during their visit. If you are meeting with a student while on campus, you can request a lunch voucherby completing the Lunch Voucher Request.

### Improving Recruitment

Here are a few suggestions to increase recruiting efforts:

- **Recruitment starts with proper communication**. Review your program's admission requirements on the Academic page. If you often waive some parts of your requirements, you may be losing qualified applicants who choose not to apply. If you do not use some of the materials required, for instance letters of recommendation, consider changing your requirements. Any time you change requirements, please reach out to the Graduate School. Changes to application requirements may be requested prior to the opening of an admissions cycle.
- **Review your competitor's admission requirements.** Do your program's requirements match your competitors?
- **Review your program's website.** Be certain that it is up to date, accurate and appealing to prospective applicants. Graduate students make their decisions based on what they know about a specific graduate program. Attractive program webpages are crucial to successful recruitment. Graduate students report that the website is typically the primary factor in their initial decision to consider a given program.
- **Review your program's data on applications, admissions and enrollments.** How many applicants do you attract? What percentage of applicants do you admit? What percentage of the students enrolls in your program? If you find that a large number of

admitted applicants do not enroll, you may want to accept more applicants in order to meet enrollment targets. The Graduate School can help you with this information.

- **Give timely admissions decisions to applicants.**
- **Make personal contact with applicants.** Show them that they are important and that the program is worthwhile.
- **Once a student is accepted, follow up with an e-mail to welcome them to the program and ask if they have questions.**
- **Communicate with faculty at universities who offer undergraduate only programs to advertise your graduate program.**
- **Recruit within ISU.** Reach out to the students who presented at the University Research Symposium or are currently enrolled in a related undergraduate program**a**sk faculty to plant the seed to students to talk about your graduate program. Many students do not know enough about graduate degrees to think about pursuing one.
- **Recruit within ISU continued.** The Graduate and International Enrollment Management team works continuously to make it easier to retain ISU undergraduate students. Be open to initiatives and incentives that we offer our own Redbirds.
- **Establish a recruitment plan and enlist the faculty or graduate assistants to help.** Work with the Graduate School to host information sessions, open houses, set-up email campaigns. Incorporate the recruitment money from the Graduate School to help your efforts.

## Graduate Assistantships

### Eligibility

Illinois State University offers graduate assistantship to highly achieving students. Graduate assistantships include a monthly stipend, which varies in amount depending on the number of hours required for the assistantship, student status, source of the funding, or nature of the assistantship assignment. It also includes a tuition waiver, partial fee waiver of mandatory student fees, up to 9 credit hours in the fall semester and 9 credit hours in the spring semester based on mandatory fees of the 11$^{th}$ day of classes each semester. Assistantships are intended to facilitate progress toward a graduate degree.

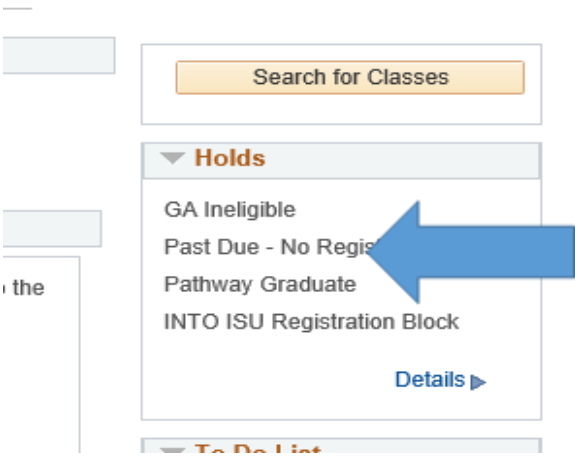
To be eligible for an assistantship a student must:

- be admitted unconditionally as a degree student in a graduate academic program with an official transcript verifying an undergraduate degree, OR have a minimum of 120 undergraduate hours if in an integrated degree program
- Have a minimum 2.8 GPA in the last 60 hours of undergraduate work if they have less than 9 hours of graduate credit; or have a minimum 3.0 cumulative graduate GPA if they have 9 or more hours of graduate credit; (Note: Graduate GPA includes all graduate courses you may have taken, including graduate courses taken as a visiting student at ISU or at other universities.);
- Be in good-standing within the program and the Graduate School;
- Be enrolled full-time during the entire appointment period for fall and/or spring appointments (Note: student must generally take at least 9 credit hours during the fall or

spring semesters) or be enrolled in at least 3 credit hours during summer appointments. Further details on assistantships and eligibility can be found in the Graduate Assistant Handbook (pdf)

## Graduate Pathway Students

Students currently enrolled in a pathway program are not eligible for a Graduate Assistantship. Once the student progresses from their pathway program, they are eligible for an assistantship. To check the eligibility of pathway students in CS, please login to the student Services Center & you will see this on the right:




If you click on the Details link, an indicator is listed as a positive (informational) indicator as it does not block the student from taking action on registration, getting transcripts, etc.

Item List

| Hold Item | Amount | | Institution | Start Term | End Term | Start Date | End Date | Department |
|---|---|---|---|---|---|---|---|---|
| GA Ineligible | | USD | Illinois State University | Initial Term | Summer Semester 2020 | 08/20/2018 | 08/07/2020 | Graduate School |
| INTO ISU Registration Block | | USD | Illinois State University | Initial Term | | 06/25/2018 | | INTO International Partnership |
| Past Due - No Registration | | USD | Illinois State University | Spring Semester 2019 | | 12/18/2018 | | Student Accounts Office |
| Pathway Graduate | | USD | Illinois State University | Fall Semester 2018 | | 07/26/2018 | | Admissions |

## Classifications

The University offers three GA classifications:

1. *Graduate Teaching Assistantships*
   A graduate teaching assistant's primary duties should be in support of instruction in a

classroom or laboratory, including but not limited to responsibilities such as serving as a primary or secondary teaching instructor in a class or laboratory, assisting a faculty member with teaching-related tasks, grading student assignments which require knowledge of subjects taught in a class or laboratory, meeting with and/or tutoring students, holding office hours, preparing instructional materials, and assisting during class and/or lab, etc.

2. *Graduate Research Assistantships*
   A graduate research assistant is generally assigned to assist individual faculty members with their research. The nature of the assistance varies by discipline and can involve a variety of activities such as library work, proposal writing and publications, data gathering, data analysis, field work and/or studio work, etc.

3. *Graduate Pre-Professional Assistantships*
   Graduate Pre-professional assistantships are intended to provide valuable on-campus professional development for students working outside of the classroom and research arena. Graduate assistantships whose job assignments are closely aligned with their programs of study may be classified as pre-professional assistants. In consultation with the hiring unit, the Office of Human Resources assigns a student to this classification after a potential candidate has been identified

**Graduate Assistant Taxation**

To comply with applicable state and federal law, the University must withhold any applicable income taxes (federal, state, Social Security, and Medicare) on taxable tuition waivers. Generally, teaching or research assistants are exempt from taxation on their entire tuition waiver, and all graduate assistants are exempt from taxation on the first $5,250 of the tuition waiver for each calendar year. International students may also be exempt from taxation based on tax treaties between the U.S. and their home countries. Taxes on taxable tuition waivers in excess of $5,250 are typically withheld from the paychecks in the last two months of any given semester: in November and December for the fall semester, in April and May for the spring semester, and in July and August for the summer terms. Additional information on tax withholding is available from the Payroll Office. See Appendix A for the letter that should be distributed to graduate assistants. This letter is updated each summer and sent to graduate coordinators.

**GA Low GPA Exceptions**

Students appointed to graduate assistantships must meet all requirements for academic good standing (GPA of 3.0, 2.8 minimum for a first semester grad student) and course load (9 hours fall and spring.) If at the end of any term the student does not meet those requirements, HR will not initiate a new contract or continue an existing contract unless the appointing unit has requested and received an exception from the Graduate School to appoint that student.

Appointing units that are not the student's academic department must defer to the Graduate Coordinator within the academic unit to request the exception. Low GPA exceptions are considered for one semester only, providing the student's cumulative graduate GPA is close enough to good standing that it can be raised to 3.0 at the end of one semester. Low GPA GA exceptions are not the same as academic probation: GAs who receive that one semester exception and do not reach 3.0 cumulative will need to return to good standing before they can be reappointed, even if their program agrees to extend their academic probation for an additional semester.

**GA Reduced Course Load (PERS 938)**

**Deadlines for each semester**
Summer semester: April 25th
Fall semester: July 25th
Spring semester: December 14th

**Reduced Course Load exceptions are generally approved if:**
*Exception for Last Semesters if Not completing a thesis/dissertation.*

A student not completing a thesis or dissertation can apply for an exception in their last semester. To be eligible for this exception the student must have filed for graduation and need less than 9 credit hours to complete their course of study. To request this exception, the student must ask their graduate coordinator to complete and approve the Graduate Assistant Reduced Course Load Request Form. If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

*Exception for Last Two Semesters Completing a Thesis/Dissertation*

A student completing a thesis or dissertation can apply for an exception in their last two semesters. To be eligible for this exception the student must have completed all their master's or doctoral course work including the required thesis (4-6) or dissertation (15) hours.) To request this exception, ask your graduate coordinator to complete and approve the Graduate Assistant Reduced Course Load Request Form. If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility. If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

*Exception for less than full-time enrollment*

A student can apply for an exception if the student wishes to accommodate a preference for part-time enrollment, in anticipation of especially demanding courses, for shortage of sufficient

course offerings in a given semester, or for scheduling of other employment. These requests are very rarely granted. To request this exception, ask your graduate coordinator to complete and approve the Graduate Assistant Reduced Course Load Request Form. If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

If the form is not received by the HR cutoff date, then the student employee may have FICA taxes withheld from his/her paychecks. The employee does not have use of these funds until it is identified and refunded on the next payroll. Tax withholding caused by late form submissions will not be reimbursed to the student.

Note: Students not registered for 9 hours will **not** be automatically assessed ISU insurance fees. Late forms may preclude students from purchasing their own ISU insurance due to the deadlines.

### GA Stipend Loans

Formerly called emergency loans, a GA may be granted a stipend loan if they do not receive a check on time due to a department/school error. A student error prohibiting an on-time paycheck will not be considered.

The appointing unit first makes a request by e-mail to the Graduate Assistant Employment Consultant in the Human Resources Office. They will verify the stipend due and email Graduate School (GraduateSchool@IllinoisState.edu), Graduate School, who will authorize a short-term loan against the GA stipend check. The loan will be for 80% of the stipend check that the student would be due to receive. The GA will need to pick up the voucher at the Graduate School office on the last day of the month, then take it to Student Accounts who will issue the money. There is no service fee. The student must repay Student Accounts immediately when the GA stipend arrives.

## Non-GA Financial Assistance

### Scholarships and Fellowships

The Graduate School has several scholarships and fellowships available to incoming and existing graduate students. Most of these scholarships and fellowships are administered and selected by the Awards Committee of the Graduate Council. Criteria and applications can be found online at: Grad.IllinoisState.edu/funding. Please encourage your students to apply if they are eligible.

### Graduate School Tuition Scholarships

Graduate Tuition Scholarships are allocated to programs to primarily support recruitment of new students. Scholarships are offered at time of admission. Specific scholarships are also allocated to recruit international students. Allocations are sent from the Graduate School in November.

**General Tuition Scholarship Process**

Here are the steps to awarding Graduate School Tuition Scholarships.

Each student scholarship is $2000 for domestic students and $4000 for international students. Students must be enrolled full-time (9 hours) to receive the full amount. Those who register for less than 9 hours will not see the scholarship on their account. These students will be reviewed after the add/drop period to account for the prorated amount that students will receive for the respective semester. Please see below an example based on the fall 2026 semester:

| **Formula - Prorated Graduate Tuition Scholarship** | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **100%** | 89% | 78% | 67% | 56% | 44% | 33% |
| **Credit Hours** | **9.00** | **8.00** | **7.00** | **6.00** | **5.00** | **4.00** | **3.00** |
| **Domestic** | **$2,000.00** | $1,777.78 | $1,555.56 | $1,333.33 | $1,111.11 | $888.89 | $666.67 |
| **International** | **$4,000.00** | $3,555.56 | $3,111.11 | $2,666.67 | $2,222.22 | $1,777.78 | $1,333.33 |
| Domestic | $222.22 | 1 credit hour | | | | | |
| Inernational | $444.44 | 1 credit hour | | | | | |

The scholarship cannot be split over the academic year, and will be a one-time award in the fall semester (or spring if that will be the first term of enrollment). Students who receive a graduate assistantship are not eligible for the scholarship.

Programs have the flexibility to determine the criteria they use to choose the recipients of the scholarships. No applications by students are required. The intention is to provide students with some funding to encourage them to choose to attend ISU.

Graduate coordinators will complete a Qualtrics form
https://illinoisstate.az1.qualtrics.com/jfe/form/SV_3TNSCxupmqb4J1k

to notify the Graduate School of the students selected for the scholarship by March 30 each year for students starting the following fall.

The Graduate School will process the scholarship. Financial Aid will add the scholarship to award letters. This will allow the student's fall bill to have the scholarship reflected up front. This is important as it provides a clearer financial aid package, decreases over awarding of federal loans, and an accurate bill at the onset on the billing cycle.

The graduate program will notify the student of the scholarship offer and request the student to accept the scholarship by May 1. You may offer the scholarship to another student; however, financial aid will not be able to process the award until the middle of the semester.

These scholarships may also be used for spring recruitment. Processes above are the same, with deadlines of October 1 to make the offer and December 1 to accept the scholarship.

**Emergency Resources for Domestic and International Graduate Students**

If a student reports that they are experiencing an emergency financial issue, faculty and advisors have two routes to choose from:

If the student is expressing purely financial concern, they can be referred directly to Financial Aid: https://financialaid.illinoisstate.edu/contact/ The specialists within Financial Aid will take a holistic look at the student's financial situation and determine if there are any additional financial resources (campus sourced or otherwise) that the student can use to navigate their situation.

If the student is also expressing additional issues or concerns (especially behavioral or mental health concerns) related to their situation, then it is better to refer the student to the Redbird Care Team (RCT): https://studentaffairs.illinoisstate.edu/who/safety/rct/ The RCT will make the proper referrals to Financial Aid, but this committee also includes representation from the Dean of Students Office, Student Counseling Services, and Student Health Services to make sure that those pieces are being considered for the student as well.

## Graduate Curriculum

**Graduate Curriculum Committee**

The Graduate Curriculum Committee (GCC) is the venue for proposals for new and revised graduate degrees, sequences and certificates, new and revised 400 and 500 level courses, and requests for editorial revisions to the *Graduate Catalog*. Proposals come to the GCC after being approved by the department/school and Council on Teacher Education (courses in Teacher Certification programs.) Information about curriculum issues may be found on the Coursedog website.

Be sure to check deadlines for course proposals, the proposal process, and policies and procedures.

Proposers are invited and encouraged to contact the Associate Vice President for Graduate Education and Internationalization Initiatives to discuss preliminary ideas for new or revised programs or courses. This may help you frame proposals to meet all university requirements, read drafts, and make suggestions to help you navigate the curricular review process as smoothly as possible.

Some small changes that do not affect requirements, course content or hours can be made as "editorial changes". To determine whether the change you would like to make is editorial in nature there is a description of editorial changes on the website. If this does not address your question, e-mail the Graduate Catalog page number of the item you would like to change and the exact wording of your proposed change to Theresa Sanchez in the Registrar's Office (tasanch@ilstu.edu) with a note that you are inquiring about the possibility of an editorial change. She can let you know whether the change qualifies as editorial.

**HLC 50%+ Rule**

A policy that went into effect Fall 2014 states: All master's degree programs require a minimum of 50% of the non-thesis credit hours applied to the degree to be 400-level courses or above. This will require some programs to adapt the courses required of students. Graduate Coordinators must communicate these changes to faculty advisors as this is a policy mandated by the Higher Learning Commission. As of May 2025, all 300 courses are now offered for undergraduate credit only.

## Graduate Council

### General Information

The Graduate Council formulates regulations and provides direction for the Graduate School regarding graduate education at Illinois State University. The Council consists of the Associate Vice President for Graduate Education and Internationalization Initiatives, members of four standing committees (Membership/Student Development, Curriculum, Research, and Equity, Diversity, and Inclusion) who are elected by full members of the graduate faculty, and two graduate students. Membership on the Council is comprised of faculty members with full graduate faculty status from each of the Colleges with graduate programs on Campus. The Council meets monthly during the Fall and Spring semesters. The meetings are managed by the Associate Vice President for Graduate Education and Internationalization Initiatives.

The Graduate Council has primary responsibilities for policy making, serving as an advisory body, managing scholarships and awards, and determining graduate faculty status. Minutes and agendas are available on the Graduate Council Meeting Materials website.

### Graduate Faculty Status

The Graduate School has established policies through the Graduate Council pertaining to Graduate Faculty Status. The policies for graduate faculty status can be found within the Graduate Council Bylaws Article IV: Membership. In addition to Graduate School policies, departments/schools may have additional membership criteria and procedures.

The online Graduate Faculty Membership Nomination Form for Full Status must be completed and submitted with a current vita by the October 1 deadline for the fall or February 15 deadline for the spring. All the hiring documents and terminal degree transcript must have been submitted to the Academic Personnel Office prior to submission of the Graduate Faculty Status nomination.

### Exception for Teaching Graduate Courses

Per Graduate Council Bylaws, Article IV. Section 3D1, a 400 or 500 -level course is to be taught by graduate faculty. Should it become necessary for a non-graduate faculty member to teach a 400 or 500 -level course, the Request for Exception should be sent to the Associate Vice President for Graduate Education and Internationalization Initiatives the semester/term in advance of the course being offered. If approved, the exception is good for one year from the beginning semester.

## International Student Advising

After an international student arrives on campus, International Student and Scholar Services (ISSS) will be their primary source for immigration-related advising.

ISSS provides immigration advising services and related programming to Illinois State University international students. We are also the unit in charge of complying with Department of Homeland Security (DHS) mandatory reporting obligations for F-1 and J-1 visa holders.

ISSS encourages Graduate Coordinators to review the information found in the ISSS Toolkit for Academic Advisors which is designed to address common advising concerns related to international students.

The toolkit is meant to provide basic information regarding the immigration regulations so Graduate Coordinators can have a better sense of the special set of rules international students must follow and where those rules might intersect with academic decisions and advising. It is not meant to substitute for the role ISSS has in advising students and faculty/staff on immigration-related issues.

- Any students with immigration-related questions should be referred to their ISSS Advisor. Please refer them to our About Us page which lists all of the ways they can reach us.
- If you have any questions and would like to speak with an ISSS Advisor, you can email InternationalStudents@ilstu.edu or call 309-438-1931.
- ISSS Advisor caseloads are divided by academic department. If you already know the ISSS Advisor assigned to your department, you are also welcome to reach out to them directly.

### Most Common Advisement Issues

**Full-Time Enrollment Required:**

- All F-1/J-1 students **must be enrolled full time** every Fall and Spring semester.
- At the Graduate level, full-time enrollment is a **minimum of 9 credits** *OR* a minimum of 1 credit of an A90 (full-time equivalency) course.
- Full-time **summer enrollment** is required if summer is the student's ***first or last semester***. At the Graduate level, full-time enrollment in the Summer semester is a **minimum of 6 credits** *OR* a minimum of 1 credit of an A90 (full-time equivalency) course.

**Strict Online Limits**

- F-1/J-1 students can only enroll in **one online course** each Fall/Spring semester that will count towards meeting their minimum full-time enrollment.
- In general, graduate students must have **at least 6 credit hours of in person or hybrid coursework and at least 9 credit hours total** each Fall/Spring semester.

- Summer enrollment is not required for a student to maintain their visa status and can be fully online *unless* summer is the student's ***first or last semester***. Please note, however, that if the academic program requires summer enrollment or the student needs summer coursework in order to complete their program on time, then the student should be enrolled in order to continue to make normal academic progress (which *is* a status requirement).

**Critical Last Semester Issues:**

- All F-1/J-1 students have a specific program end date listed on their I-20/DS-2019 documents, respectively.
- It is best practice for Graduate Coordinators to **be aware of a student's I-20/DS-2019 end date** when determining the student's plan of study. It is also important to be aware of when the student is in the final semester listed on this document.
- F-1/J-1 students may only be permitted to extend their I-20/DS-2019 end date for a **compelling academic or medical reason** and must request approval from ISSS in advance.
- A student who needs more time to complete their program but fails to request an extension from ISSS prior to their I-20/DS-2019 program end date is out-of-status. This has **severe implications** for the student.
- In their final semester, an F-1/J-1 student may be enrolled in less than a full course load if fewer credits are needed to complete their degree requirements. The student must request ISSS approval by submitting a ***Reduced Course Load*** request in the ISSS Portal. The student must be enrolled in a minimum of 1 credit, cannot be enrolled in only online courses, and is still limited to one online course maximum.

**Employment Restrictions:**

- F-1/J-1 students are limited to an **aggregate of 20 hours per week** of on-campus employment while school is in session.
- During official **university breaks**, F-1/J-1 students may work more than 20 hours per week but are limited to 28 hours per week per Human Resources requirements for all student employees.
- If summer is a student's ***first or last semester***, it is no longer a vacation period, and they are limited to 20 hours per week of on-campus employment.
- F-1/J-1 students must be issued work authorization **prior to any off-campus work**, including unpaid internships. Please see the F/J Students Employment page on the ISSS website for more information and advise any F-1/J-1 student considering working off campus to speak with their ISSS Advisor.

## Most Common Student Visa Types

| Visa Type | Purpose of category | On-Campus Work | Immigration Documentation | Special Considerations |
|---|---|---|---|---|
| F-1 | Full-time Student | Yes, up to 20 hours per week. | I-20<br><br>Must show at least one year of funding for initial I-20 and any program extensions | Most common type of student visa. Must be enrolled full time to maintain status. Must have additional work authorization to work off campus. |
| J-1 | Various categories, including Full-time Student | Yes, up to 20 hours per week with prior authorization from ISSS.<br><br>If they are sponsored by an outside agency such as Fulbright, then they must receive prior authorization from their sponsor. | DS-2019<br><br>Must show proof of funding for the duration of their program and any program extensions | At Illinois State University, this visa type is typically used for non-degree exchange students who are only here for one or two semesters. Degree-seeking J-1 students (not attending based upon an exchange agreement) must show that more than 50% of their funding comes from a source other than their own personal/family funds. Must have authorization from ISSS prior to any on- or off-campus work. |
| H-1B | Full-time Specialty Employee | No, unless Illinois State University is the sponsoring employer.<br><br>May only be employed as described in the approved I-129 petition. | I-129, Approval Notice for Nonimmigrant Worker sponsored by the employer<br><br>Does not need to show funding for study | This is an individual who is here on a work visa. They may study if it does not interfere with their full-time employment obligations. Most international faculty start out on an H-1B. |
| H-4 | Dependent of H-1B visa holder | No, additional employment authorization is needed by USCIS | I-129, Dependent Approval Notice<br><br>Does not need to show funding for study | This is a spouse or child of a specialty employee. They can study full time but cannot work on or off campus without additional work authorization. |

## Program Review

Each program (major or graduate) undergoes formal review every eight years. The review process consists first of a self-report in which the program contextualizes program data compiled by the Office of Planning, Research, and Policy Analysis, proposes its own measures and benchmarks, reviews progress on the recommendations of the previous review, and makes

recommendations for future changes as appropriate. Next, the University's Academic Planning Committee, an external committee of the Academic Senate, reviews the report and drafts a response. That response is discussed with the college dean or designee, the chair/director of the unit, and graduate coordinator, who may all make requests and suggestions for modifications to that response. The Planning Committee takes that input into consideration and then finalizes its report, which goes to the IBHE and is published in the next Academic Plan.

Programs are categorized as "in good standing," "flagged for review," or "under temporary suspension." The committee may also direct programs to consider selected issues and follow up with a report, either before the next program review or by some specified date. In cases of very low enrollment over the review period, a college and/or program may be instructed to consider whether a given program is still viable at Illinois State.

Chairs/directors receive notice that the review is approaching a full year before it is due, and coordinators are often (but not necessarily) assigned by the chair/director to write the report on the graduate program/s. Included in this section are the current instructions for Program Review. Please note that there are some changes from year to year, and that when your program comes up for review you will need to follow the latest version of the instructions.

Coordinators are encouraged to take time now to locate and read the program's most recent program review, and to be certain that any plans or concerns are being addressed now. The next review will ask for an account of progress on those areas, or an explanation of how needs and plans have changed.

Please pay particular attention to the need for an ongoing assessment plan in preparation for Program Review. If you have questions on how to construct a plan that will meet the demands of a future Program Review, the University Assessment Office can assist you.

As your program begins its review, Associate Vice President for Graduate Education and Internationalization Initiatives, Dr. Claudia Petrescu is available to field questions and read and make suggestions on your preliminary drafts. You may also direct questions to the Office of the Provost (contact Assistant Vice President for Academic Planning, Dr. Cooper Cutting). You can find a list of program review dates at: https://provost.illinoisstate.edu/planning/program/.

## Time to Degree

All degree programs have a time to degree limitation in which all course work should be completed. Beginning with the semester the student first enrolls, the following outlines the time to degree limits:

| # of Years | Degree/Program |
|---|---|
| 6 | MS/MA/SSP/Certificates |
| 8 | Ph.D./Ed.D./AuD./D.N.P. |
| 8 | MFA |

Once students reach the time limit, they must either be dismissed or request an extension for time to degree. Only students making good progress toward degree completion will be granted an extension. All extensions are at the discretion of the Associate Vice President for Graduate Education and Internationalization Initiatives. The Request to Extend Time to Degree form must

be completed by the student, faculty advisor and signed by the Graduate Coordinator. To initiate dismissal, please reach out to the Associate Vice President for Graduate Education and Internationalization Initiatives.

**International Students**: F-1 international students are issued an initial I-20 document by International Admissions that shows their expected program end date. This date is based upon the average time it takes for a student to complete the degree listed on the document. J-1 students are issued a similar document called a DS-2019.

- When advising F-1/J-1 students regarding their academic program, it is best to be aware of their I-20/DS-2019 end date as it can greatly impact the student's options for enrollment. The student's plan of study should take this end date into close consideration.
- Under immigration regulations, an F-1/J-1 student who needs more time to complete their degree can only be permitted to extend their I-20/DS-2019 end date for very specific and limited reasons. Please see the Extending Your Stay page of the ISSS website for further details.

## Thesis/Dissertation Information

### Important Thesis/Dissertation Dates and Deadlines

It is important for you to become familiar with the deadlines for completion and submission of forms for graduation along with the deadline for departments to submit comprehensive exam results. These are published on the website.

### Continuous Thesis Registration for Master students

After the Proposal approval form has been approved by the Graduate School, the student is required to maintain continuous registration until the deposit of the final thesis and approval by the Graduate School. The requirement for continuous registration may be fulfilled by maintaining registration of 1 hour of 499.00 each semester through the semester of degree completion or any graduate level course. Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. Students should contact Student Health Insurance for further information. The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term.

If circumstances prohibit continuous registration, a student must request a leave of absence. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 499.00, at the current tuition rate, for each of the delinquent semesters upon reenrollment and/or reinstatement at the current tuition rate. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission.

### Continuous Dissertation Registration for PhD students

After the Proposal approval form has been approved by the Graduate School, the student is required to maintain continuous registration until the deposit of the final dissertation and approval by the Graduate School. The requirement for continuous registration may be fulfilled by maintaining registration in 1 hour of 599.00 each semester through the semester of degree completion or any graduate level course. Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. Students should contact the Student Health Insurance Office for further information, . The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term.

If circumstances prohibit continuous registration, a student must request a leave of absence. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 599.00 at the current tuition rate for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission.

**Full-Time Equivalency**

If a student has completed the maximum requirement of thesis/dissertation hours for the program, but more time is needed, a student may register for a 1 credit of thesis or dissertation for up to two (2) semesters. This 1 credit course will be counted at a level equivalent to full-time study for the purposes of loan deferment, continued use of university student services, and graduate assistant full-time enrollment eligibility requirements.

If more time is needed beyond the first two (2) semesters, a formal request for an extension can be made to the graduate school by the thesis/dissertation advisor. Extensions may be approved for a maximum of two (2) additional semesters only if a clear plan for completion has been submitted and only if the student is working at a full-time equivalency on thesis or dissertation work. Graduate students who are using this extension cannot hold a graduate assistantship. If the extension is approved, the full-time equivalency could be used for loan deferment or continued use of student services ONLY.

An extension request must address the following:

- An explanation of why the extension is necessary;
- If the extension is being requested for one or two semesters;
- Explanation of how the student is working at a full-time equivalency on thesis or dissertation work;
- A timeline for completion in the requested time-frame; and
- Approval of the thesis/dissertation advisor, the graduate coordinator, and the Graduate School.

Use of the 1 credit thesis/dissertation option (or extended period) may also affect the cost of attendance if a student is applying for federal and state financial aid. Students should consult the Financial Aid department to determine how use of the option will impact the student's eligibility for federal and state financial aid.

A90 Process

| Section # | Initiator | Approver | Form |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 1XX | Graduate Coordinator | Graduate School | Course Request PERS 938 |
| 2XX | Graduate Coordinator | Graduate School | Course Request PERS 938 |
| 3XX | Thesis/Dissertation Chair | Graduate Coordinator, Graduate School | A90 Extension form; Course Request PERS 938 |
| 4XX | Thesis/Dissertation Chair | Graduate Coordinator, Graduate School | A90 Extension form; Course Request PERS 938 |

Section # 1, 2, 3, and 4 indicates the number of times the student enrolled in A90 (1 = first time, 2 = second, etc)

XX is the thesis/dissertation chair's section number to be requested on the form.

**Thesis/Dissertation Process**

The thesis/dissertation process can be confusing to students. The following is a quick guide to helping your students complete the procedural portions of their thesis/dissertation.

While we attempt to keep everything up to date in this handbook, be sure to refer to the Graduate School Guidelines https://grad.illinoisstate.edu/students/thesis-dissertation/ as the final authority in the process.

There are three points in the thesis/dissertation process where required paperwork must be submitted and approved by the Graduate School.

1. Proposal Approval Form

This form should be submitted after the student has successfully completed their proposal hearing. In addition to general information about the student's thesis/dissertation, this form formally establishes the student's committee, requires the signature of the copyright officer if a student plans to utilize any copyrighted material, and requires the acknowledgement that no part of a research project can begin without Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval if the research methodology requires it. The Proposal Approval Form must be approved by the graduate school before any data is collected by the student.

2. Right to Defend

Once a student has completed their thesis/dissertation and is ready to schedule the oral defense, the Right to Defend form should be submitted. This must be submitted to the Graduate School at least 10 business days in advance of the planned defense date.

In certain circumstances the Right to Defend can also require the concurrent submission of additional forms:

> If a student's committee composition changes after the Proposal Approval Form has been approved they must also submit a Committee Change Form. Please note, no committee changes can be made after the Right to Defend has been issued.
>
> If a student has made any changes to their use of copyrighted materials they need to include a revised Proposal Approval Form with an updated copyright checklist and signature from the copyright officer.
>
> If a student wants to request an embargo of their thesis/dissertation for longer than 2 years they need to complete the Embargo Request Form. Embargos of 6 months, 1 year, and 2 years can be automatically selected by the student when uploading to ISUReD and do not require Graduate School approval.

The Graduate School will email the student and the committee chair when the Right to Defend has been approved. It is the committee chair's responsibility to verify a student has been issued a Right to Defend prior to allowing the defense to be held.

3. Final Deposit

The submission of the final deposit materials concludes the thesis/dissertation process. Final deposit materials consist of three items: submitting the Final Deposit Checklist form and the Outcome of Defense form to the Graduate School, and uploading the final committee approved thesis/dissertation draft to ISUReD.

Once the final deposit materials have been received by the Graduate School they will be reviewed by the Thesis/Dissertation Associate to ensure the document meets formatting guidelines. Students will be notified by email about any corrections that need to be made, it is vital that they check their email regularly after submission so these corrections can be made in a timely manner.

General Reminders

All forms can be submitted by email to dissert@ilstu.edu (preferred) or a physical copy can be turned in to Hovey 208.

Students should be mindful of deadlines as they are often earlier in the semester than they anticipate. Deadlines for each semester can be found on our website.

Committee composition requirements can be found in the Graduate Catalog (Master's Guidelines/Doctoral Guidelines).

If you have any questions about the Thesis/Dissertation process please don't hesitate to contact us at dissert@ilstu.edu or (309) 438-4593.

## Degree Audits

A degree audit documents courses, credit hours, grades and other degree requirement specifics. The degree audit is to be completed no later than the beginning of the last semester in which the student is enrolled prior to graduation. The due dates are listed in the "Important Dates and Deadlines" on the Graduate School website. A student cannot graduate without an approved degree audit on file. Once an option has been approved on the formal degree audit, it can be changed only with approval of the student's academic advisor. However, when a degree audit is submitted to the Graduate School in the semester of anticipated completion, it can be changed only with written approval of the academic advisor and the Graduate School. The degree audit is available online.

Degree audit forms can be sent to: Grad.Degree.Audit@ilstu.edu. They may also be uploaded into the "Petition for Application Exception". To enter the degree audits, follow these instructions:

1. Open https://illinoisstate.kualibuild.com/build/space/favorites/my/drafts/685e9d58d101af60200b56ff/view.
2. Select "Graduation Requirement" from the Exception Type field.
3. Upload the Degree Audit at the bottom of the page.

**Credit Hour Limits**

Because the number of hours in specific courses that can count towards a degree can be confusing, here is a table of the most common ones.

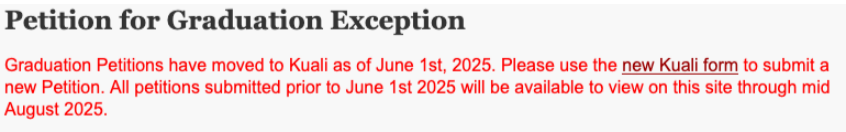
| Max. # Hours | Course |
|---|---|
| 6 | Thesis hours |
| 6 | 400 (independent study) |
| 12 | Transfer from another university (excluding MFA) |
| 6 | MFA transfer from another university |
| 9 | 393, 397, 400, 493, 498 (all combined) |
| 50%+ | 400 level courses (as of May 2025, all 300 level courses are now offered for undergraduate credit only) |
| 12 | Visiting Student hours transferring to a degree program |

498 hours may not constitute more that 20% of a degree program.

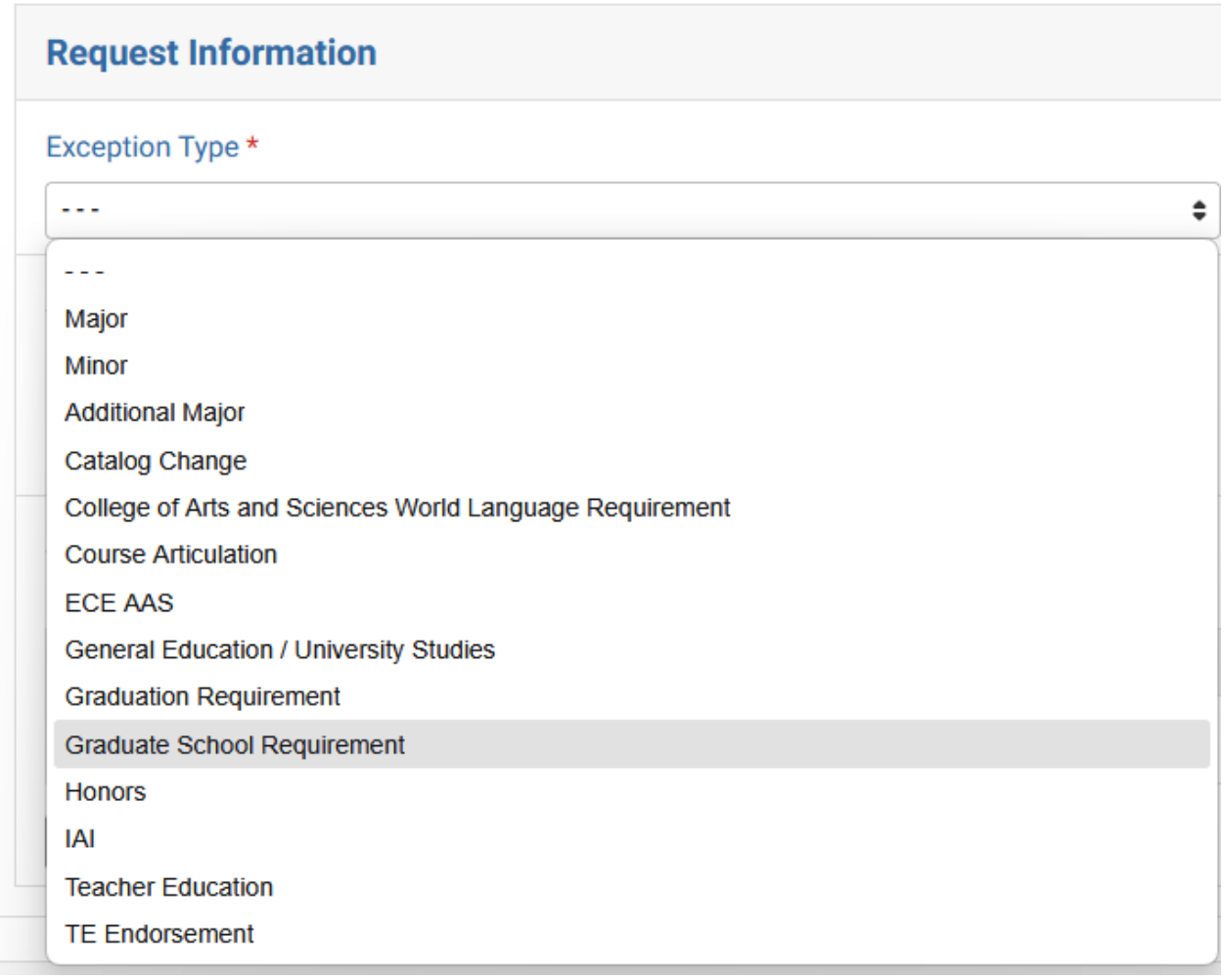
**Petition for Graduation Exceptions**

If a student has a special request or a unique situation that requires Registrar or Graduate School exceptions for graduation, the Petition for Graduation Exceptions should be completed so there is a record. This form is used for such things as course substitutions, or exit option change, among others.

The petition system is found in: my.illinoisstate.edu > Academics > Petition for Graduation Exception. Once there, click 'New Kuali form' to submit your petition:




NOTE: The petition site is used by both undergraduate and graduate advisors and coordinators. You must select GRADUATE SCHOOL REQUIREMENT as the exception type in order for the request to route correctly.



## Appendix A: Grad Assistant Tax Information

**IMPORTANT INFORMATION!**
**Graduate Assistant Taxation**

The following is important information for all graduate assistants (GA) classified as **Pre-Professional**. For a description of classifications, see the Graduate Assistant Handbook page 8-9.

### Tuition Waiver Taxation

Under current applicable state and federal tax regulations **this section only applies to preprofessional graduate assistants**. Generally, tuition benefits and student fee credits offered to graduate assistants are excluded from taxable income under section 117(d) of the Internal Revenue Code (IRC). However, section 117(d) only excludes from taxable income tuition benefits and student fee credits for graduate students who are engaged in teaching activities or research activities at the University.

Tuition benefits and student fee credits for graduate assistants not engaged in teaching or research activities at the University may be excluded up to $5,250 each calendar year under section 127 of the IRC relating to Educational Assistance Plans.

Section 127 provides an exclusion of employer-paid tuition benefits and student fee credits from taxable income for employees enrolled in graduate level classes, up to a maximum annual amount of $5,250 for those not engaged in teaching or research activities. As a result of the operation of the above code sections, the part of the total tuition benefit and student fee credit provided to a graduate assistant that exceeds $5,250 in a calendar (January-December) year will be added to income as a taxable fringe benefit.

If the total tuition benefit and student fee credit related to a graduate assistant appointment does exceed $5,250 in a calendar year, the graduate assistant will be notified separately, and the applicable taxes withheld. Caution must be utilized in projecting future calendar years. If the tuition benefit and student fee credit does not exceed the IRS limit in a calendar year, it might exceed the limit at some year in the future if appointed as a graduate assistant for more than one semester within the calendar year.

Typically, taxes on taxable tuition waivers and student fee credits in excess of $5,250 are withheld from the graduate assistant's paychecks in the last two months of any given semester: in November and December for the fall semester, in April and May for the spring semester, and in July for the summer term. If no paycheck is available in the given month, the taxes will be withheld on the next available paycheck. You will receive correspondence from the University Payroll Office mid semester outlining the exact taxable amount. Additional information on tax withholding is available from the University Payroll Office.

Because this is a federal law, there is no solution to alleviate this taxation. However, there are some strategies you can use to help alleviate the stress of reduced paychecks.

1. You may change your Form W-4 to adjust the amount of income tax withheld. To reduce the amount of tax withheld, Step 4: Other Adjustments will need to be modified. Adjusting your W-4 may have implications when you file your personal tax return. You may wish to consult your tax advisor before choosing this option. If you choose to change your Form W-4, you may do so using the Self-Service functionality within iPeople at https://tools.illinoisstate.edu/ (Self Service – Payroll & Compensation – W-4 Tax Information) or submitting a hardcopy of Form W-4 to the University Payroll Office.
2. If you are an international student please contact The International Tax Specialist at 309- 438-7677; regarding W-4 changes.

**Sample Paycheck**

GA's can check the Graduate Assistant Pay Check Calculator on the Payroll Office site to determine the impact a taxable tuition waiver and student fee credits will have on their net pay. https://payroll.illinoisstate.edu/employee-information/my-paycheck/

For additional information, please contact the University Payroll Office at (309) 438-7677 or payroll@IllinoisState.edu.

**For more information:**

| Contact | Telephone | E-mail |
|---|---|---|
| Tami Brown | 309 438-8676 | trbrow2@ilstu.edu |
| Jeff Jacob | 309 438-8675 | jjjacob2@ilstu.edu |

**Special Tax Concerns for International Students**

- All students present in the U.S. on an immigration status should contact the University Tax Specialist at taxoffice@ilstu.edu to complete a SprintaxTDS profile. SprintaxTDS is a tax determination application, to help determine and individual's U.S. tax residency, eligibility for treaty benefits, tax withholding obligations, and to generate applicable tax forms.
- For students who are present on a F-1 or J-1 student immigration status and considered a nonresident alien for tax purposes, the nonresident alien (NRA) exception should apply and individuals are not subject to employment (e.g., Medicare, OASDI) taxes.
- For students who are present on an F or J student immigration status and considered a resident alien for tax purposes, the individuals may be subject to employment (e.g., Medicare, OASDI) taxes, if the student exception does not apply. For the student exception to apply, individuals must be considered a half-time student. To be considered a half-time student, a graduate student must be enrolled

in a minimum of five (5) hours during the Fall and Spring terms and three (3) credit hours during the summer term.

- For income tax purposes, federal income taxes are based upon the individual's tax residency status as determined by the substantial presence test. Individuals considered nonresident aliens for tax purposes may not claim the federal standard deduction on their tax return; therefore, employers must add an amount to the wages of nonresident alien employees performing services within the United States in order to figure the amount of federal income tax to withhold from their wages. The amount is added to their wages solely for calculating federal income tax withholding. The amount isn't included in any box on the employee's Form W-2 and doesn't increase the income tax liability of the employee. The amount also doesn't increase the social security tax or Medicare tax liability of the employer or the employee.
- For income tax purposes, State of Illinois income tax is withheld at the same standard rate of withholding for both tax residents and nonresident aliens earning employment income in the state. Generally, nonresident aliens are eligible to claim one basic personal allowance on their annual Illinois tax returns.
- For students present in the U.S. on an immigration status, if a tax treaty exists between the United States and their country, the student may be able to receive an exemption, or a reduced rate of, withholding for certain items of income. To determine whether a treaty exists, whether the individual qualifies for the treaty benefits, and what forms are required to receive the treaty benefit, please contact the University Tax Specialist at taxoffice@ilstu.edu.

**In-state and out-of-state tuition**

As per policy **2.2.17 (http://policy.illinoisstate.edu/students/2-1-17.shtml)** graduate assistants are treated as residents. Once an out-of-state student is no longer a graduate assistant, unless they meet other residency requirements, they will be charged at out-of-state tuition rates.

**Partial mandatory student fee credit**

Illinois State University provides all Graduate Assistants, regardless of FTE, with a partial student fee waiver of per credit hour mandatory student fees (as determined by the Board of Trustees) actually charged to the GA, up to a maximum of 9 credit hours for the fall semester and 9 credit hours for the spring semester. This student fee waiver is applied towards each individual mandatory student fee up to the maximum of 9 hours for that particular fee. The partial fee waiver is as follows:

• 15% Spring 2024
• 25% Fall 2024 and Spring 2025
• 30% Fall 2025 and Spring 2026

You can find a detailed description of mandatory student fees at: https://studentaccounts.illinoisstate.edu/billing/fees/.

## Appendix B: Slate Admissions At a Glance

**Slate Website for Administrators:** https://Connect.IllinoisState.edu/manage/

**Training guides and videos found at:** Graduate Coordinator Microsoft Team

**Basic Information about the applicant, checklist items, overall status**

Log in to: Connect.IllinoisState.edu/manage
Insert student's name in search box.
The **dashboard** tab shows basic information regarding a student
The **timeline** tab shows all interactions between the student and Slate
The Graduate tab shows all information about that particular application such as term, UID, program, most recent decision, checklist items, materials, review forms and activities.

**To review documents and make a decision**
**You will also see all letters of rec, questions, supplemental materials, test results, transcripts, GPA in the "Reader" view.**

Log in to:Connect.IllinoisState.edu/manage
The "Reader" icon is the third icon on the top of the Slate homepage.



You will see one "Bin" called "Defer for Graduate Department Review." Students in this bin are ready for you to review.

The individual who is receiving students in their queue for review will receive a weekly Monday morning email informing them of the need to review students.

**Students who wish to change sequences or programs**

There are times when a student wants to change from one sequence to another or wants to change to a different program outside of the current program entirely. The student would not need to apply using the admissions application (since doing so would add a program). Instead we want the student's program to change in Campus Solutions, so we recommend that both the student and graduate coordinator contact the potential graduate program coordinator and determine eligibility. Some programs create a separate document for a student to internally apply providing similar admissions documents. If it's decided that the student can change programs, the graduate coordinators for the new program can change the sequence (sub-plan) for their students in Campus Solutions without going through Admissions. There is a step by step guide at: http://emas.illinoisstate.edu/aac/cs-training/major-minor-changes/changeaddseq.php. You will have to log in to the EMAS portal & select the change sequence documents. If you have questions, please feel free to reach out to the Associate Vice

President for Graduate Education and Internationalization Initiatives or Assistant Director of the Graduate School.

**Students who wish to add additional sequences or programs**

Students who wish to add an additional program (second masters or a certificate program) must apply using the admissions application like any other student. Their file will then be reviewed by the program and decided upon accordingly.

## Appendix C: Campus Solutions Terms/Information

### Academic Calendar

| | |
|---|---|
| **Term**<br>A period of time containing one or more academic sessions | • Fall, Spring, and Summer |
| **Term Code**<br>A four-digit code associated with an academic term. Term codes are formatted as 2BBC, where BB refers to the last two digits of the second half of the academic year, and C refers to the specific term number (2 for fall, 5 for spring, 8 for summer). | • 2252 – Fall 2024<br>• 2248 – Summer 2024<br>• 2245 – Spring 2024<br>• 2242 – Fall 2023<br>• 2238 – Summer 2023<br>• 2235 – Spring 2023<br>• Semester codes – 2=fall; 5=spring; 8=summer |

### Academic Structure

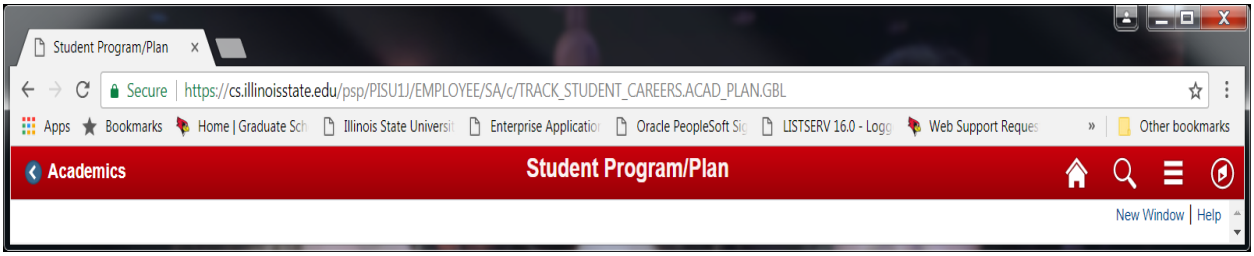
| | |
|---|---|
| **Career**<br>All the course work undertaken by a student that is maintained in a single record. | • Undergraduate, Graduate, Continuing Education |
| **Program**<br>The entity to which a student applies, is admitted, and ultimately graduates from. | • Combination of College and Career – COB Undergrad, CAS Grad, and so on<br>• Others – Provost, Non-Degree, several graduate certificate programs |

| | |
|---|---|
| **Plan**<br>The course of study a student follows to fulfill the requirements of a degree. | • Majors (including Masters and PhD)<br>• Minors<br>• Course of Study – certificates and pre-professional plans<br>• Preparation – MDI, ELI, dual-enrolled H.S. students, visiting students |
| **Sub-plan**<br>An area of specialization within an academic plan. | • All sequences – e.g. Creative Writing (sub-plan of English), Agribusiness (sub-plan of Agriculture), and so on |

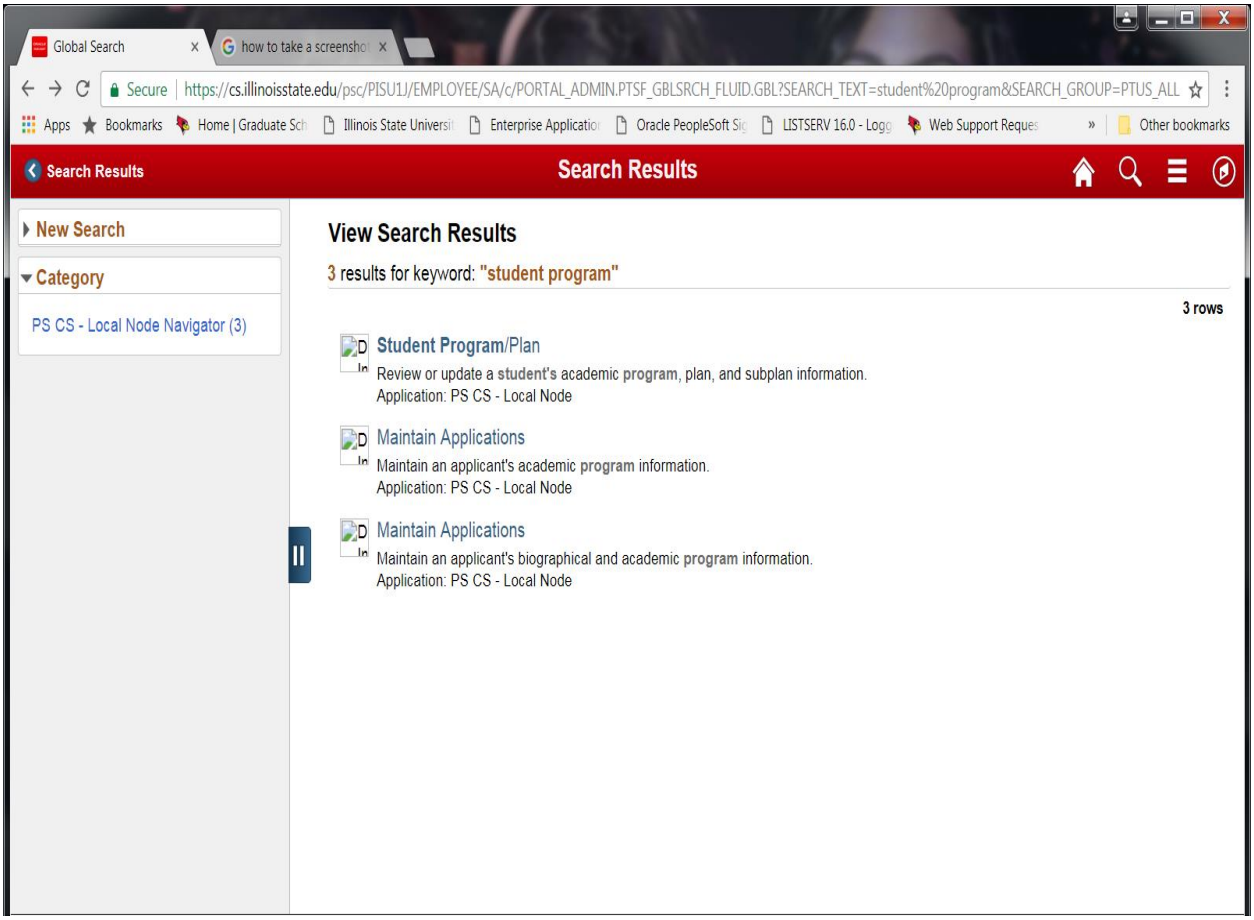
## Appendix D: Step by Step Instructions for Changing or Adding a Sequence (Sub-plan) to a Student's Record

Graduate coordinators can change the sequence (sub-plan) for their students without going through Admissions. This change is made on the "Student Program/Plan" page in Campus Solutions.

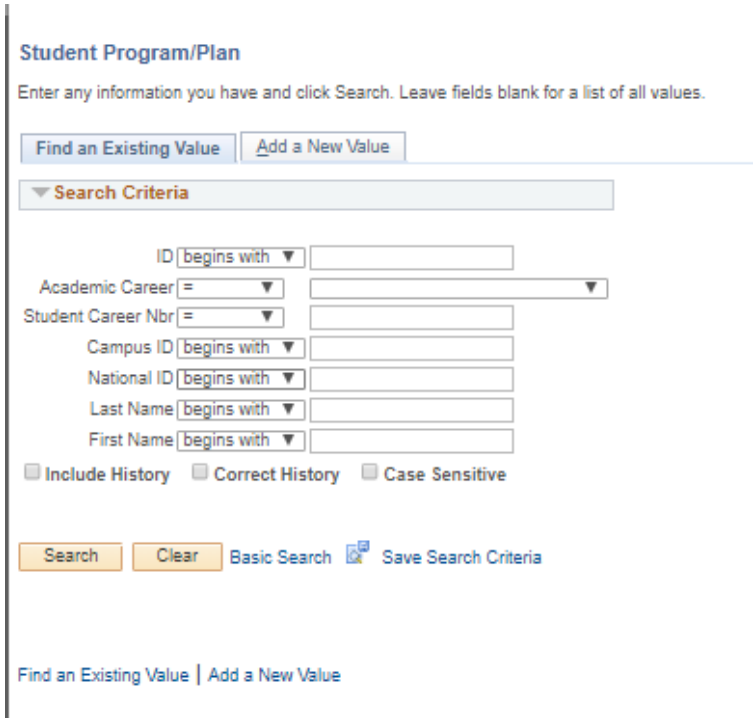
The easiest way to find the Student Program/Plan page is to click on the picture of the magnifying glass (global search) on the top red bar. Enter the words "Student Program" and press the "Enter" key.



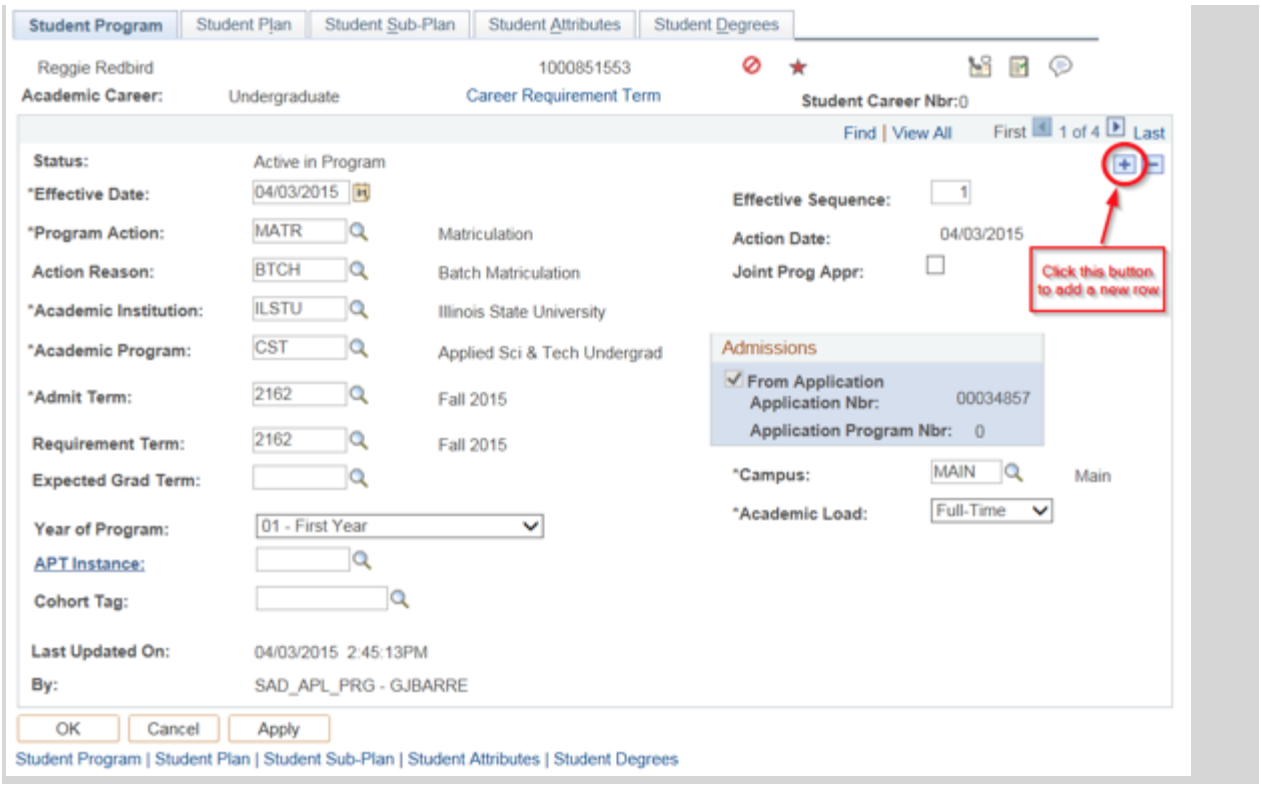

You should see the following page. Click on "Student Program/Plan"link.



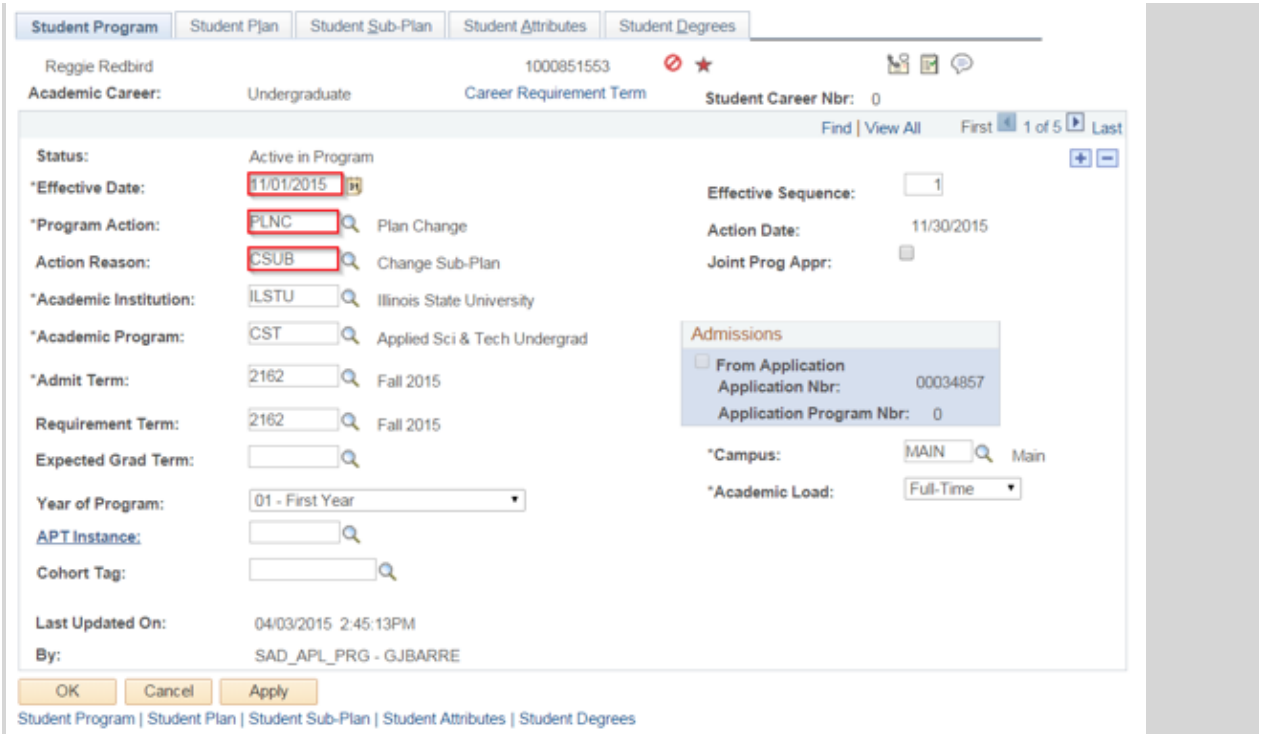

You should see this page. Enter the student's UID or ID and press enter.




You will see the following screen. The changes will be made on this screen. Be sure to select the correct career number – you may have to click on each one (if more than one) to find it.

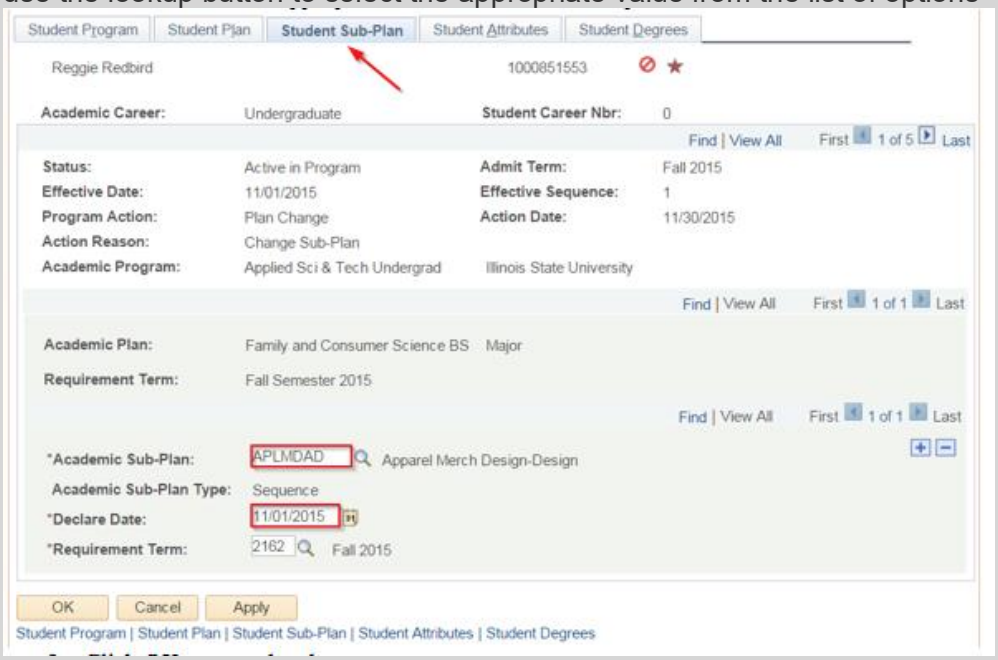


1. Add a new row on the Student Program page using the plus sign in the upper right hand corner.
2. Click history before adding data.
3. Enter the program action of PLNC (Plan Change)
4. Enter the action reason of CSUB (Change Sub-Plan)
5. DO NOT change any other information on this page, as subplans are only tied to their plans




6. Click on the Student Sub-Plan tab
7. If a subplan already exists in the Academic Sub-Plan field, you may overwrite this with the new subplan information for the student

8. If no subplan exists in the Academic Sub-Plan field, enter in the subplan information or use the lookup button to select the appropriate value from the list of options




9. Click OK to save the changes