## Prologue: Characteristics of UC Davis Admitted Students

<table>
<thead>
<tr>
<th>Category</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
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<tbody>
<tr>
<td>Total</td>
<td>3,832</td>
<td>3,601</td>
<td>3,391</td>
<td>3,167</td>
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<tr>
<td>Male</td>
<td>1,850</td>
<td>1,720</td>
<td>1,600</td>
<td>1,569</td>
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<tr>
<td>Female</td>
<td>1,892</td>
<td>1,810</td>
<td>1,751</td>
<td>1,586</td>
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<tr>
<td>Doctoral</td>
<td>1,631</td>
<td>1,581</td>
<td>1,596</td>
<td>1,389</td>
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<tr>
<td>Masters</td>
<td>2,002</td>
<td>1,800</td>
<td>1,568</td>
<td>1,589</td>
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<td>International</td>
<td>1,531</td>
<td>1,386</td>
<td>1,193</td>
<td>1,066</td>
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<td>Domestic</td>
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<td>2,215</td>
<td>2,198</td>
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<tr>
<td>American Indian</td>
<td>36</td>
<td>28</td>
<td>26</td>
<td>30</td>
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<tr>
<td>Unknown/Other</td>
<td>44</td>
<td>35</td>
<td>48</td>
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<tr>
<td>African American</td>
<td>116</td>
<td>104</td>
<td>105</td>
<td>61</td>
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<tr>
<td>Hispanic/Latino</td>
<td>368</td>
<td>304</td>
<td>274</td>
<td>231</td>
</tr>
<tr>
<td>Asian</td>
<td>553</td>
<td>527</td>
<td>505</td>
<td>438</td>
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<tr>
<td>White</td>
<td>1,184</td>
<td>1,217</td>
<td>1,240</td>
<td>1,287</td>
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<tr>
<td>First-generation Undergrad</td>
<td>426</td>
<td>350</td>
<td>388</td>
<td>n/a</td>
</tr>
<tr>
<td>First-generation Graduate</td>
<td>1,040</td>
<td>998</td>
<td>987</td>
<td>n/a</td>
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</tbody>
</table>
OVERSIGHT OF GRADUATE EDUCATION: SYSTEM-WIDE

- **UCOP-GRADUATE STUDIES:** This is the system-wide unit focusing on graduate education that engages in strategic planning, analysis, outreach and coordination. Their website is [http://www.ucop.edu/graduate-studies/](http://www.ucop.edu/graduate-studies/)

- **COORDINATING COMMITTEE ON GRADUATE EDUCATION:** This is a committee of the UC System-wide Academic Senate. It reviews and approves proposals for all new graduate programs and schools. Each UC campus has a faculty member on this systemwide committee.
OVERSIGHT OF GRADUATE EDUCATION: CAMPUS LEVEL

• **GRADUATE STUDIES (GS):** The campus administrative unit devoted to graduate education, overseen by a Dean and Vice-Provost for Graduate Education (in one person).

• **GRADUATE COUNCIL:** A committee of the Academic Senate. It is in charge of policies affecting graduate education and the academic aspects of graduate students lives

  **Carlee Arnett** (Professor of German) is the current Chair of Graduate Council.

  **Judi Garcia** is the administrative support person for the committee.
Campus-Level Graduate Education Responsibilities

- **Graduate Council**
  - Sets academic policies
  - Approves new, revised programs
  - Approves curricula, courses
  - Approves bylaws
  - Reviews programs
  - Committee of Academic Senate

- **Graduate Studies**
  - Administers policies
  - Appoints Chairs
  - Appoints Advisors
  - Student, postdoc, program advocate
  - Administers Student Aid
  - Assists faculty and staff
    - Amend program, bylaws
    - New programs
  - Develops administrative policies
GRADUATE STUDIES: PEOPLE

- Interim Vice Provost and Dean (JP Delplanque)

- 2 Associate Deans (one for students and postdocs [Hartigan-O’Connor], one for programs [Temple Lang])

- Assistant Dean (overall unit manager [Butler])

- 5 Student Affairs Officers (SAOs):
  - **Amelia Brown** (Engineering, Computer Science, Physics, Textiles)
  - **Elizabeth Sturdy** (Math, Physical Sciences, Economics, Physics)
  - **Rachel de los Reyes** (Humanities, Arts, Social Sciences, Education)
  - **Laura Young** (Biological Sciences, Nursing)
  - **Deanna Ljohki** (Preliminary/general advising, applicant and current student communications)

These SAOs serve as crucial informational liaisons to programs, and especially to faculty advisors and as grad staff coordinators in particular programs.
GRADUATE STUDIES: OTHER IMPORTANT STAFF

- **Brian Gallagher**, Director of Admissions & Academic Services
- **Teresa Dillinger**, Academic Administrator, Professional Development Programs
- **Steven Albrecht**, Director of Graduate Student Financial Support
- **Bai-Yin Chen**, Psychologist with GS & Counseling Services (SHCS), specialist in graduate student issues
- **Josephine Moreno**, Graduate Diversity Officer for Humanities, Arts, Social Sciences (HASS) and Education programs
OVERSIGHT OF GRADUATE EDUCATION: PROGRAM/GROUP LEVEL

Chair

- Advisors
  - Signature Authority
  - Faculty Member
  - Faculty Member
  - Faculty Member

- Committees
  - Membership

- Coordinator

- Admissions
  - Assign Authority
Official Faculty Advisors—those appointed by Graduate Studies—have authority over and mentoring responsibilities for graduate students’ academic progress through their programs.

This includes helping students with:

- Course curriculum and degree requirements
- Making satisfactory progress
- Funding, tuition remission policies
- Options for student educational leaves
- Student disqualification procedures
- Forming committees (such as QE, thesis, or dissertation)
- Guiding them to resources such as Counseling Services
Academic Milestones

MASTER’S (THESIS PLAN)
Academic Milestones

MASTER’S (EXAM PLAN)

- Admission
- Coursework
- Candidacy
- Comprehensive Exam
- Submit Final Report Form to Graduate Studies
- Commencement
Academic Milestones

DOCTORAL

Admission
Qualifying Exam
Advance to Candidacy
Dissertation
Oral Defense or Exit Seminar
Submit Dissertation to Graduate Studies
Commencement
Academic Milestone: Coursework Advising

During the first phase, you will meet with students to advise them on course planning and meeting degree requirements. They may have special circumstances that require petitions for exceptions.

- Petition for Permission to Drop (before 10th day)
- Petition for Part-time Study
- Petition to Transfer Coursework (for Masters’ students only; 12 units from Extension; six units from another institution)
- Recommendation for Release of Academic Hold (for GPA below 3.0)
- Variable Unit Change Petition (generally to add units)
- Grading Option Change (S/U)
- Intercampus Exchange Program Application
- Petition for Exception to Policy for Grad Student Appointment (concerns academic employment)
Academic Milestone: Advancing to Candidacy

At the end of coursework, students prepare research proposals, take Qualifying Exams, and complete requirements to advance to candidacy. They often need assistance from Graduate Advisors in organizing exam committees and understanding the program’s or group’s degree requirements.

- Application for Qualifying Examination (with 5 suggested committee members listed)
- Application for External Committee member for QE committee and dissertation
- Request for Remote Participation by one QE committee member (provide justification and logistics)
- Advancement to candidacy for MA/MS Plan I and Ph.D.
- Request to Reconstitute Committee Membership (QE, thesis, dissertation)
Academic Milestone: Candidacy Advising

Once a student has advanced to candidacy, they will work closely with their major professor on research. Graduate Advisors still have an important mentoring role in helping students move through the program or take time off, if needed.

- Petition for Change of Graduate Major, Degree Objective, or for Double-Graduate Major
- Petition for Exception to Policy for Grad Student Appointment (concerns academic employment)
- In Absentia Registration Form
- PELP Application (for Planned Educational Leaves—up to 3 quarters)
- Readmission Application*

*Note: A readmitted student returns in the status at which they had departed---e.g., if they had ATC status, they keep it.
At the end of the research and writing, students file their thesis or dissertation with Graduate Studies to receive their degree. The timing of this final phase is often tricky, and students may need advice on when to circulate a final draft so that it can be read in time to allow for corrections, in addition to other time-to-degree issues.

- Request to Reconstitute Committee Membership (QE, thesis, dissertation)
- **Filing Fee Application**
- PELP Application
- **Time Extension Requests** (for Filing Fee and PELP)
Other Matters Requiring Advisors’ Approval

• Designated Emphasis (DE) Application (there are 20 of these)

• Graduate Academic Certificate (GAC)* (there are 6)
  • Conservation Management
  • Development Practice
  • Health Professions Educator
  • Industrial Ecology
  • Landscape Architecture and Environmental Design
  • Second Language Acquisition

Student applications to participate in DEs and GACs are also available on the GS website.

* A GAC requires at least 12 units of graduate level coursework in some area of specialization not offered by a regular graduate degree program.
SELECTED POLICY MATTERS TO NOTE

1. The 12-quarter limit on academic teaching appointments has a blanket exception up to 18 quarters (for all teaching titles, including readers).

   Research appointments (GSR) may be made up to 21 quarters.

   No exceptions are allowable for either teaching or research appointments once the maximum is reached.

2. There is a 75% time limit on academic appointments during academic quarters (i.e., fall, winter, spring). Remember that international students are restricted to appointments not exceeding 50%. Contact Services for International Students and Scholars (SISS) for details.

   No exceptions are allowable for appointments greater than 75% during the academic year.
3. *Filing Fee status is for one quarter only.* In extenuating circumstances a one-quarter extensions may be granted on an exceptional basis.

Academic appointments for students on filing fee status are limited to one quarter.

No academic appointments are permitted for students on PELP.
NEW POLICY AFFECTING GRADUATE STUDENTS

English as a Second Language Course Requirements

All incoming graduate students must take the ESL course UWP225 or UWP226 unless:
1. Prior degree for an English-medium institution; OR
2. TOEFL score of 105 or IELTS score of 7.5; OR
3. TOEFL writing score of 24 and TOEFL speaking score of 23

All graduate programs are required to assess their incoming students.

By signing the candidacy form, Graduate Advisors attest that students required to take ESP courses have done so with a passing grade.

Questions regarding this should be addressed to:

John King, Director of Analysis & Policy
jhnking@ucdavis.edu or 530-752-4111
TOOLS TO HELP WITH ADVISING: GRAD STUDIES WEBSITE

- The Grad Studies website has sections for policies and resources (health and professional development) that Graduate Advisors and Graduate Coordinators can use when talking with students about their progress and their well-being: [https://grad.ucdavis.edu/](https://grad.ucdavis.edu/)

- Every Graduate Program and Graduate Group has a page on the Grad Studies website with information about the current Chair, Coordinator, Advisors, SAO

- Every Program or Group page also has a link to past and current Degree Requirements. You can use this link whenever questions arise about what a student needs to complete in order to reach each milestone.
TOOLS TO HELP WITH ADVISING: GRADHUB

• GradHub is an online portal for graduate program staff, advisors, and faculty to access information and documents related to UC Davis graduate students and alumni. You can find student records, milestones, and other elements in one place.

• GradHub can be accessed by visiting gradhub.ucdavis.edu.

• Graduate program faculty and Graduate Program Coordinators are automatically assigned access to GradHub. For other access requests, contact bgallagher@ucdavis.edu.
TOOLS TO HELP WITH ADVISING: STUDENT PROGRESS ASSESSMENT (SPA)

• In an effort to improve the mentorship experience of graduate students, Graduate Council, in consultation with Graduate Student Association representatives and Graduate Studies, revised the Mentoring Guidelines and developed a Graduate Student Mentoring Action Plan (GSMAP).

• The new Student Progress Assessment (SPA) replaces former paper forms to
  • better promote productive discussions between mentor and mentee
  • help setting of clear goals and expectations.

• The assessment should be completed during an in-person meeting between the mentor and her/his mentee. If a mentor deems progress “marginal” or “unsatisfactory,” she/he should clearly discuss and record a timeline of expectations for improvement.
MENTORING TIPS

- Establish expectations early on (plan for regular meetings)
- Use a mentoring tool (questionnaires, assessments)
- Know the warning signs (student skips meetings, does not respond to emails)
- Adapt as needed (different milestones need different levels of involvement)
- Encourage all students to build a network of mentors
MENTORING RESOURCES

• Presentation: Understanding the Graduate Student Experience Through Survey Data
  • November 8, 2018, 11:00 am,-1:00 pm, Student Community Center, MPR

• Graduate Council Mentoring Guidelines:

• Graduate Student Bill of Rights and Responsibilities:
  • https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gradstudentrights.pdf
Financial Support: Graduate Student Childcare Grant

This is a reimbursement grant available to graduate and professional students enrolled full time in a UCD graduate/professional degree program; or for one quarter while on filing fee.

Every grad student with a child up to 12 years old will be eligible for $900/quarter ($1350/semester) as an offset to documented childcare expenses.

Note that it is **not based on financial need**.

*Exclusion*: a spouse staying at home with a child cannot be claimed by the grad student as a childcare expense under this program.

This program is now underway (it launched in Fall 2013) and is administered through **WorkLife and Wellness**

- Tel: 530-754-8791.
- Email: worklife@ucdavis.edu

Information about the program and how to apply are at:

Financial Support: Family and Medical Leave Accommodation Benefit & Funding

- Expanded ASE benefit to all funded graduate students

- Registered Graduate Students w/ASE, GSR or Fellowships are eligible

- Leaves are for medical/family need
  - Long-term – serious health condition, childcare, child bonding – 4 weeks paid, 2 weeks unpaid
  - Long-term – pregnancy/childbearing
    6 weeks paid, 4 months unpaid

- Leave Accommodation Fund – extraordinary circumstances

- Questions – contact Tracey Pereida, tgpereida@ucdavis.edu
Supplemental Grad Program NRST Allocation

Funding based on the enrollment numbers of your students who meet the following criteria:

- Citizenship = Nonresident Alien
- Degree Objective = PhD or MFA
- Enrollment = Pre-candidacy and in their second or third year (4th through 9th quarters)

The funding may be used for two purposes:

- **Graduate Fellowships**: Living allowance (stipend), Tuition & Fees, and/or NRST for any eligible student
  - Not required to pay these funds to the students included in the enrollment allocation calculation
  - Award through Grad Track$

- **Graduate Instruction**: To buy-out a regular lecturer or to hire a faculty member to teach a course.
  - This option is primarily intended to assist graduate groups with funding core courses.
Supplemental Grad Program NRST Allocation

Distributed in two ways:

1. **GSR Remission Buy-down Program**: For the students in your program who meet the criteria, the GSR Buy-down program has been expanded to cover 100% of their assessed NRST remission (up from 25%).
   - The buy-down program does not require any action by departmental or graduate program staff, as the rebate is automatic and posts to the eligible GSR fund source in the same fiscal period as the remission expense.

2. **Supplemental Grad Program NRST Allocation**: For the students in your program who meet the criteria, this allocation is calculated as follows:
   
   “Supplemental Grad Program NRST Allocation” =  
   “Total amount of NRST assessed in a three quarter period”  
   minus “Total NRST remission rebated via the buy-down program, for those same students, in the same three quarter period”.
Workshops on Best Practices in Holistic Admissions

- Diversity Officer Josephine Moreno, from Graduate Studies, will lead three interactive workshops, with contributions from other faculty and Graduate Studies staff. You will learn about holistic graduate admissions, how to avoid bias, recruitment methods in line with Proposition 209, enhancing program admission practices with templates and rubrics, and tips for implementing holistic review in the new admission system.

- November 5th, 9:30 am-11:30 am
  Alumni Center – AGR Room

- November 13th, 3:00 pm-5:00 pm
  Memorial Union – Garrison Room

- November 15th, 9:00 am-11:00 am
  Student Community Center – Meeting Room D
Graduate Studies
Professional Development

Teresa Dillinger, PhD
Academic Administrator
Professional Development Programs
The GradPathways Institute for Professional Development facilitates the holistic development of graduate students and postdoctoral scholars to

• Provide preparation for diverse career paths
• Ensure graduate and postdoctoral program success and retention
• Achieve professional development/career goals

https://gradpathways.ucdavis.edu
<table>
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<tr>
<th>WORKSHOPS</th>
<th>COURSES</th>
<th>ADVISING</th>
<th>COMMUNITY BUILDING</th>
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<td>Developing Project Management Skills</td>
<td>Ethics and Professionalism</td>
<td>Writing and Presentation Skill Consultations</td>
<td>Career Exploration Groups</td>
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<tr>
<td>Strengths Based Leadership Training</td>
<td>Intro to Writing in Graduate School</td>
<td>Career Advising</td>
<td>Dissertation and Thesis Support Groups</td>
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</table>
GRADPATHWAYS INSTITUTE
8 CORE COMPETENCIES

INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Success & Socialization
Writing & Publishing
Presentation Skills
Teaching & Mentoring
Leadership & Management
Professionalism & Ethics
Career Management
Wellness & Life Balance
INSTITUTE FOR PROFESSIONAL DEVELOPMENT

GRADPATHWAYS INSTITUTE STRUCTURE

• Open to all UC Davis graduate students and postdoctoral scholars

• Approximately 12,000 participants in 2017-18 (not unique individuals)

• 300+ workshops, consultations, courses, and events offered last year

• Funded through Candidacy Fees
<table>
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<tr>
<th>Success &amp; Socialization</th>
<th>Writing &amp; Publishing</th>
<th>Presentation Skills</th>
<th>Teaching &amp; Mentoring</th>
<th>Leadership &amp; Management</th>
<th>Professionalism &amp; Ethics</th>
<th>Career Management</th>
<th>Wellness &amp; Life Balance</th>
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<td>University Writing Program</td>
<td>Center for Educational Effectiveness</td>
<td>Center for Educational Effectiveness</td>
<td>Innovation &amp; Entrepreneur-ship Inst.</td>
<td>Office of Research</td>
<td>Internship &amp; Career Ctr.</td>
<td>Counseling Services</td>
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<tr>
<td>GradPathways Staff</td>
<td>Counseling Services</td>
<td>Counseling Services</td>
<td>Diversity Officers</td>
<td>Professors for the Future</td>
<td>Professors for the Future</td>
<td>FUTURE</td>
<td>Health Services</td>
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<tr>
<td>Diversity Officers</td>
<td>GAAAP SRRC</td>
<td>Grad Slam</td>
<td>Professors for the Future</td>
<td>Leaders for the Future</td>
<td>UC Davis Library</td>
<td>Professors for the Future</td>
<td>Campus Recreation &amp; Unions</td>
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<td>Postdoc Research Symposium</td>
<td>Diversity Officers</td>
<td>Office of Research</td>
<td>Data Science Institute</td>
<td>Leaders for the Future</td>
<td>Davis Humanities Institute</td>
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</table>
CAREER PREPARATION AND EXPLORATION RESOURCES

LEADERS FOR THE FUTURE

IMAGINE PHD
IMAGINEPHD.COM

FUTURE
Career Exploration for Graduate Students and Postdoctoral Scholars

ONLINE STEM PROFESSIONAL DEVELOPMENT COURSES NOW AVAILABLE
Career Development Open Access Portal

LEARN MORE
HOW PROFESSIONAL DEVELOPMENT INFORMATION IS DISTRIBUTED

- **Direct email** sent to graduate students – please encourage them to use resources

- Interested faculty and staff can subscribe to [gradpathways@ucdavis.edu](mailto:gradpathways@ucdavis.edu)

- **Website:** [gradpathways.ucdavis.edu](http://gradpathways.ucdavis.edu)

- **Calendar of Events:** [http://gradstudies.ucdavis.edu/calendar/](http://gradstudies.ucdavis.edu/calendar/)
<table>
<thead>
<tr>
<th>Increase retention and successful completion of graduate degrees</th>
<th>Develop the workforce needed for a 21st century economy</th>
<th>Prepare PhD scholars for a wide array of career opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase recruitment of high quality scholars to UC Davis</td>
<td>Build and expand innovative partnerships with business and industry</td>
<td>Engage and support faculty mentors</td>
</tr>
<tr>
<td>Promote and sustain alumni engagement</td>
<td>Unleash skills for creative solutions to society’s challenges</td>
<td>Establish UC Davis as a national leader in preparing scholars for careers</td>
</tr>
</tbody>
</table>
CONTACT

Teresa Dillinger, PhD
Academic Administrator
Professional Development Programs
Graduate Studies
tldillinger@ucdavis.edu
Counseling Services

Dr. Bai-Yin Chen – SHCS Licensed Psychologist
Graduate Students Experiencing Difficulties

Graduate advisers will sometimes find themselves confronting issues with one or more of their advisees that goes beyond academics, though problems may manifest in their academic work: skipping classes/lab, not doing assigned work, seeming to be moody or depressed.

Generally speaking, faculty do not feel equipped to deal with such issues. But there is help at hand...

Bai-Yin Chen, our licensed psychologist is here to give you more information on these matters.
Counseling Services

- Free
- Confidential
- Short term counseling
- Individual, Couples and Group Counseling
- Acute Care Clinic
- Referral Service
- Authorization to use SHIP
Locations

• North Hall by appointment
• Graduate Studies by appointment
• Student Health and Wellness Center for Acute Care
• CAN (Community Advising Network)
• Professional Schools
• Colleges
  – Letters and Science
  – Agricultural and Environmental Sciences
  – Engineering
  – Biological Sciences
Professional Schools

• School of Nursing
  – hs-sonwellness@ucdavis.edu

• School of Veterinary Medicine
  – vetmedcaps@ucdavis.edu
  – http://www.vetmed.ucdavis.edu/students/clw/wellness/counseling.cfm

• School of Medicine
  – medschoolcounseling@ucdavis.edu

• School of Law
  – counseling@law.ucdavis.edu
CAN (Community Advising Network)

- Cross Cultural Center
- Women’s Resources and Research Center
- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center
- Asian American Studies
- Educational Opportunity Program
- Chicanx/Latinx Academic and Student Success Center
- Services for International Students and Scholars
- Middle Eastern and South Asian Student Affairs Officer
- Student Recruitment and Retention Center
- Native American Retention Initiative
- African American Studies
- Transfer, Re-Entry, Veterans Center
Acute Care Clinic

• Student Health and Wellness Center
  – 8:00 am – 5:00 pm, M, T, H, & F
  – 9:00 am – 5:00 pm, W

• 24-hour crisis resources
  – 530-752-0871 and press 55
  – Text “RELATE” to 741741
Referral

Urgent/Crisis

yes

Acute Care Clinic

SHWC
Call 530-752-2349

no

Coordinator
Dr. Chen

Email
bychen@ucdavis.edu

Call CS
530-752-0871
Ombuds Office

Katherine Greenwood – Director, Ombuds Office
The Ombuds Office is a free, voluntary, confidential, independent, neutral, and informal resource for conflict management and problem-solving.

The Ombuds Office provides communication and conflict coaching, facilitated discussions, and mediation to help solve university-related problems and mitigate conflict.

The Ombuds Office serves faculty, staff, undergraduate students, graduate students, postdocs, and administrators.

530.754.SAFE (7233)
ombuds.ucdavis.edu
Graduate Students concerns that might prompt a visit to the Ombuds Office:

- Academic issues or concerns related to advising relationship
- Interpersonal disputes
- Authorship disagreements
- University employment matters
- Harassment or discrimination

530.754.SAFE (7233)
ombuds.ucdavis.edu
Services for International Students and Scholars

Robb Davis

Emily Taylor
What does SISS do?

Emily Taylor, International Student Advisor
SISS provides services to international students and scholars in two areas

• Visa and immigration support: *getting here* and *staying legal* (maintaining status)

• Welcoming and community building
Two Key **Status** Issues

E²

**Enrollment**

**Employment**
And Two More…

R²

Recordkeeping

Reporting
But wait…What is “Status?”
Students Must **Maintain** Status

- Report changes to (R)
  - Address
  - Name
  - Major
  - Nationality
  - Academic objective
  - Marital status
  - Funding source
  - Dependents
- Check-in upon arrival
- **Pursue full time course of study (E)**
- Obtain travel endorsement before leaving US
- **Leave US (or transfer record) in timely way after completion/disqualification/withdrawal (E)**
- Make normal academic progress
- **Work only with authorization and report post completion employment (E)**
Yawn... Is there something new here???

Welcome to the arcane world of

• **STATUS VIOLATION**

  versus (duh, duh, duh)

• **UNLAWFUL PRESENCE (boo, hiss)**
Remember these?

- Report changes to (R)
  - Address
  - Name
  - Major
  - Nationality
  - Academic objective
  - Marital status
  - Funding source
  - Dependents
- Check-in upon arrival
- **Pursue full time course of study (E)**
- Obtain travel endorsement before leaving US
- **Leave US (or transfer record) in timely way after completion/disqualification/withdrawal (E)**
- Make normal academic progress
- **Work only with authorization and report post completion employment (E)**
This brings us to back to...

$R^2$

Recordkeeping

Reporting
And we are MOST concerned about these:

- Dropping below 12 units (medical)
- PELP and Leaving US
- Work in Major
- E²
- OPT Start Date
- Withdrawals & Disqualifications
- OPT Employment Reporting
- CPT + On-Campus Work
- CPT Authorization
- CPT Unit Enrollment
- Filing Fee Processing
“Places” we are most likely to interact

- Program Extensions
- Withdrawals/PELPS
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
Optional Practical Training Grad

Optional Practical Training (OPT) is an employment benefit where F-1 students can apply what they have learned in a degree program through off-campus employment after completion of all course requirements. Employment approval takes at least 90 days, so careful planning is required.

How to Apply for OPT

1. Attend an OPT workshop or view the online OPT workshop.
2. Meet with your Academic Advisor(s) to discuss your degree completion.
3. Use the OPT Calculator to help you customize a timeline.
4. Submit this form to ISS along with:
   - USCIS I-765 form
   - I-94 Record
5. Your Graduate Coordinator or Academic Advisor will also have to electronically sign off on these forms.
6. Once you fill out all required forms, your Coordinator or Advisor will get an e-mail to complete their recommendations.
7. After your I-20 is issued, you need to mail a copy of the new I-20 recommending OPT along with the other required materials to USCIS.

Please fill out the following:

- Request An I-20 With An OPT Recommendation
- Graduate Coordinator Recommendation for OPT
- Submit Grad OPT Request

- = Incomplete  + = Submit Another  ! = Follow-Up Required
- = Optional     | = Not Yet Available  = = Awaiting Answer
✓ = Complete    = = Pending Review    ✗ = Denied
= = = Draft
What you get...

Dear Robb Davis (Graduate Coordinator or Advisor),

[Name] is submitting an OPT request to SISS that needs a Graduate Coordinator or an Advisor recommendation. If you feel that you are not the correct person to complete this form, please forward this e-mail to the advisor that can recommend OPT for this student.

Instructions on how to complete this form can be found in a video [here](#) (2:48).

Please click on the link below to complete an electronic form gathering further information regarding this student’s request at your college.

[Graduate Coordinator Recommendation for OPT](#)

Client Name: [Name]
Client ID Number: [ID Number]
Your Login ID: [Login ID]
Your Password: [Password]
SISS Student Team

Matt Kaminski-Lucas, International Student Advisor
A-H

Tammy Silver, Assistant Director
I, J, K

Emily Taylor, International Student Advisor
L

Robert Nagel, International Student Advisor
M-V

Robb Davis, International Student Advisor
W-Z

Linda Heckert, International Student Services Assistant

Kai Cheng, Intake Advisor

Sharon Ericsson, Intake Advisor

Kathy Lighthall, Intake Advisor
Want to Know More?

SDPS

Graduate International Student Advising

November 19, 2018
8:30-12:00
136 Hoagland
Presentation will be available on the Graduate Studies website under the Resources > Faculty Roles and Responsibilities page.