

WELCOME!



News, Updates & Reminders

Graduate School
Department

11/17/2020



Dr. Sarah Larsen

Vice Provost and Dean

Graduate School

ACADEMIC AFFAIRS UPDATES



Dr. Tashemia Jones

*Assistant Director
Academic Affairs*

QUICK TIPS & REMINDERS

Medical/Admin Request Form

- Obtain all required signatures
- Need actual date of withdrawal
- Need student's initials that they understand the request
- List courses

UNIVERSITY of HOUSTON		GRADUATE SCHOOL
Medical/Administrative Term Withdrawal Request Form		<small>State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about an information the university collects about you by use of the form; (2) under sections 502.201 and 502.523 of the Government Code, you are entitled to receiving and review the information; and (3) under section 509.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.</small>
1. Student name:	Last _____ First _____ Middle _____ myUH ID _____ College _____ Plan/Degree _____	
2. Current mailing address:	_____ City _____ State _____ Zip _____ Phone Number _____	
3. Term (year & semester) for which you are requesting a withdrawal:	2020 fall	<p>A request for withdrawal must include appropriate documentation verifying medical (or for Administrative Withdrawal- extraordinary non-medical) reasons that prevented you from course completion as exemplified below:</p> <p>a. Medical: A physician/psychiatrist letter on letterhead, with original signature and license number; must certify dates of treatment, identify medical condition, injury, or treatment that warrants withdrawal; and justify inability to resume or successfully complete studies for the term, in clear support of a medical withdrawal.</p> <p>b. Primary caregiver: Physician must certify that immediate family member was being cared for by you; include dates of impediment; bear an original signature and license number.</p> <p>c. Legal detention: Legal advisor must certify you were unable to complete coursework due to specific legal issue; include dates of incarceration/court appearances; bear an original signature.</p> <p>d. Death of immediate family member: Copy of original death certificate; immediate family member includes mother, father, sister, brother, child, spouse, grandparent.</p> <p>e. Military deployment: copy of the original military orders with active service dates.</p> <p>All originals of requested documents must be submitted by the posted deadlines to expedite processing of the approved request. You must submit a statement accepting grade change and loss of completed courses with passing grades, if applicable.</p> <p>Under a medical withdrawal, an enrollment hold will be placed on your account. In order to lift the hold and return to course enrollment: (a) submit a petition requesting reinstatement, including return from Leave of Absence for doctoral students; and (b) submit a doctor's letter verifying your ability to successfully resume coursework, usually from the same licensed professional who recommended withdrawal. Such documentation for reinstatement from medical withdrawal must be submitted no later than two weeks prior to start of the term of your intended reenrollment. Any future course enrollment will be cancelled unless hold is lifted.</p>
4. Reason for request:	_____	
5. Last date you attended classes (for online courses, last date logged in):	11/17/2020	
6. Did you receive financial assistance for this semester?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Do you have UH student health insurance for this semester?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Do you live in campus housing?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Do you hold the F1 or J1 Visa?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are you currently utilizing G.I. Bill benefits?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>* If you answered yes to any of these questions, you must speak with the appropriate campus office regarding the ramifications of a term withdrawal. A withdrawal is an academic request and may affect finances and other concerns. Note: Doctoral students must submit a separate petition requesting a Leave of Absence. International students must attach a completed and approved Reduced Course Load (RCL) form.</small>		
I understand that a request for a medical or administrative term withdrawal is a request to withdraw from ALL courses I am/enrolled in for the identified term. The request must be filed no later than 140 days following the close of the semester in which the coursework was taken. The withdrawal, when completed, does not entitle me to a refund if it occurs after State mandated refund periods (See initial, I understand). If I am eligible for a refund, it will be applied to any previous balance due, and if I received student financial assistance or a scholarship, I may be required to pay back all or a portion of it. In addition, I certify that the information I have provided is complete and true and I authorize the University of Houston to make any investigation of the facts in this request.		
Signature of Student	Date	Email Address
Academic Office Use Only		Type of Withdrawal: (Administrative or Medical)
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Academic Advisor/ Committee Chair	Medical
Signature	Printed Name	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dept Chair/Director of Graduate Studies	List all courses and sections to be Withdrawn:
Signature	Printed Name	EDUC 3304
Signature	Printed Name	BIOL 1301
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Assoc Dean, Graduate Studies	
Signature	Printed Name	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Vice Provost & Dean, UH Graduate School	Additional Comments:
Signature	Printed Name	Date

QUICK TIPS & REMINDERS

Petition

- Click on Signature
- Create a new signature ID
- Sign

UNIVERSITY of HOUSTON | GRADUATE SCHOOL

GRADUATE and PROFESSIONAL STUDENT PETITION
gradschool@uh.edu

*State law requires that you be informed of the following (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 502.021 and 502.022 of the Government Code, you are entitled to review and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.

Name: _____ <small>Last First Middle</small>		Current Student Information	Career Program Select...	Petition Effective Term Year
myUH ID: _____ <small>Contact Phone Number: _____</small>		Plan Code		Select...
UH EMAIL ALIAS: _____ @UH.EDU <small>Students are required to maintain a valid destination email address in their myUH account</small>		<small>NOTE: Unless otherwise stated and approved, all petitions are effective at the start of the next academic term. All administrative actions become effective the day they are processed, unless otherwise stipulated and approved via petition. All petitions should be submitted to the advising office in the department of their degree objective to begin the approval process.</small>		
PURPOSE OF PETITION				
<input type="checkbox"/> 1. Update program status/action (term activate, discontinue, etc)	<input type="checkbox"/> 2. Admissions status change (ex: conditional to unconditional)	<input type="checkbox"/> 3. Add new concurrent degree or certificate objective (career/program/plan)	<input type="checkbox"/> 4. Change current degree objective (program/plan)	
<input type="checkbox"/> 5. Degree requirement exception or approved course substitution	<input type="checkbox"/> 6. Leave of Absence (include specific term) (Attach supporting documentation)	<input type="checkbox"/> 7. Reinstatement to discontinued career (provide explanation)	<input type="checkbox"/> 8. Request to apply to graduate after the late filing period deadline	
<input type="checkbox"/> 9. Transfer Credit <small>(See instruction per petition)</small>	Institution Name _____ City/State/Zip _____	Hours Previously Transferred: _____ Transfer Credits on this request: _____	<input type="checkbox"/> 10. Change Admit Term	
Courses Approved for Transfer: _____ Catalog #: _____ Sem/Qtr Taken: _____	Sem/Qtr Taken: _____ Catalog #: _____	Transfer Credit Awarded: _____ General Elective Credit _____ UH Graduate Course Equivalencies: _____	Catalog #: _____ <input type="checkbox"/> 11. Early Submission of Thesis/Dissertation	
			<input type="checkbox"/> 12. Other (explain below)	
EXPLANATION OF REQUEST <small>(attach additional documentation as needed)</small>				
STUDENT SIGNATURE _____ DATE _____				Administrative Request <input type="checkbox"/>
REQUIRED APPROVALS			ACADEMIC OFFICE USE ONLY	
Graduate Advisor/Committee Chair <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE <small>Print Name _____ Date _____ Signature _____</small>			COMMENTS	
Graduate Studies/Program Director <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE <small>Print Name _____ Date _____ Signature _____</small>				
Department Chair <i>if required</i> <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE <small>Print Name _____ Date _____ Signature _____</small>				
Assoc/Asst Dean for Graduate Studies <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE <small>Print Name _____ Date _____ Signature _____</small>				
Vice Provost/Dean of the Graduate School <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE <small>Print Name _____ Date _____ Signature _____</small>				
			Clear Form UHGS 102020	

Updated signature panel on petition 😊

QUICK TIPS & REMINDERS

Retroactive withdrawals

- These types of requests need to become less.
- Please check in on your students to prevent these types of requests
- Will need a serious justification to obtain approval at the Graduate School level



Shari Corprew

Director of Graduate

School Dept.

TUITION CHARGES

- Student enrolled in multiple programs



Marisel Rocha-Narvaez

*Program Manager I,
Finance/Operations Dept.*

FINANCE IRIS TICKETS

- Assistantships
 - Ex. Enrolled less than full-time
 - Ex. Overload requests
- Graduate Tuition Fellowship
 - Ex. GPA below 3.0
- Fellowships
 - Ex. Waive requirements

FINANCE IRIS TICKETS

Graduate School Financial Request

Graduate School petitions and other required paperwork concerning student assistantships, GTF, endowments, and other university-level financials. Includes Graduate Assistantship Overload requests, petitions to waive Conditions of Service, and other documents as directed by the Graduate School.

Graduate School Financial Request	
Student PSID:	<input type="text"/>
Upload Form:	<input type="button" value="Choose File"/> No file chosen
Add Note:	<div style="border: 1px solid gray; height: 100px;"></div>
On Behalf of:	Shari Corprew <input type="button" value="v"/> <input type="checkbox"/> OnHold

Graduate School petitions and other required paperwork concerning student assistantships, GTF, endowments, and other university-level financials. Includes Graduate Assistantship Overload requests, petitions to waive Conditions of Service, and other documents as directed by the Graduate School.

CLOSE A HELPDESK TICKET

- Add MyUHID (Enter 0 if not available)
- Add I am a

DETAILS >

#32938871 In progress

Priority: Normal ...

Category: Other ...

From: ...

Via: Email ...

Assigned to: ...

Date: 11/16/2020 12:39 PM ...

Due: 11/21/2020 12:40 PM ⚙ ...

Time spent: 00:00:00 ⌵ ...

Start date: ...

Close Date: ...

Recurring: This ticket is not recurring ...

Tags: type a tag...

MyUHID (Enter 0 if not available)*: ...

I am a*: ...

MyUHID (Enter 0 if not available)*:

OK

Cancel

I am a*:

 ▼

OK

Cancel




Shawn Washington



*Assistant Director of
Grad/Int'l Admissions.*

PRIOR DEGREE VERIFICATION

 **International students must provide the required final transcript/mark-sheets, as well as their final diploma.**


 Unless the student has graduate within the last semester, they are expected to provide the documents in a timely manner. Please express this to them from the outset. If it has been 5 year since they graduated, there's no excuse for "I didn't know."


 **Before discussing PDV issues with a student, you should consult two documents:**

-  Transcript evaluation in CollegeNet
-  [International Transcript page](#) on the UHGS website

Helpful video on how to remove a PDV hold:



 https://www.youtube.com/watch?v=msQByPODnP8&ab_channel=UHGraduateSchool

 **First, inquire if your student has submitted everything they can and what is still outstanding to clear the PDV.**

-  Email gradschool@uh.edu to ask questions before reaching out to a particular student.



PDV

Remember:




-  If a student requires a petition, remember to ask this question: ***Has the student provided all the documentation they can at this point?***
-  If a student says, “I’m not getting my diploma until _____” – first ask them, how do you know that? Knowing how they “know” is the key or feedback needed for petitions.

 Email gradschool@uh.edu if you have any questions.




PDV

-  R62 Holds are automatically lifted within 24 hours of a degree being verified and updated in the system.
-  If you have questions about whether a transcript has been received, email UH graduate school (gradschool@uh.edu)

DEFERRAL REMINDERS

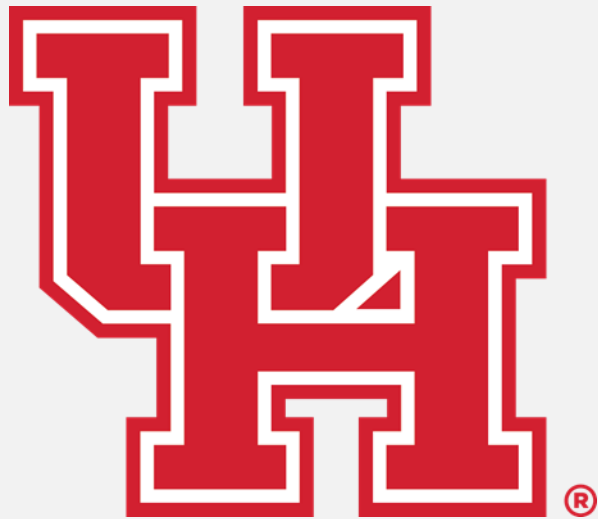
-  You cannot defer after ORD.
-  Once ORD has passed, they are now discontinued students and if you want to reactivate them for a future term (without submitting a new application), a petition will be needed with all required approvals to “Readmit” the student.
-  This is needed for accurate data processing reasons.

INTERNATIONAL STUDENT CHECK-IN

-  Please be advised that all international students admitted for Spring 2021 are **required** to attend a check-in session hosted by the International Student and Scholar Services Office (ISSSO).
<https://uh.edu/oisss/students/new-students/upon-arrival/check-in-and-orientation/uhspring2021internationalgraduate.pdf>
-  In order to prevent the spread of COVID-19, all International Student Check-ins are being completed virtually. ISSSO is only using email to complete the check-in process for Spring 2021.
-  New Students will need to send an email to ISSSOHLP@central.uh.edu to complete your International Student Check-in.

LATE APPLYING APPLICANTS

- We can re-open a closed admission application for a late applying prospective student upon your request.
- Just forward the request to gradschool@uh.edu.



Fitzgerald Smith

Admissions Manager

Grad/Int'l Admissions.

IMPACT OF COVID-19 ON THE ISSUANCE OF ACADEMIC DOCUMENTS

- Due to Covid-19 safety protocols many universities/colleges around the world are closed or operating in a limited capacity.
- We have seen a delay in the issuance of official academic documents e.g. *transcripts, marksheets, graduation certificates/diplomas*.
- **How does this affect transcript evaluations for international applicants?**
 - Applicants are taking longer to respond to our request for more materials. However, the international transcript analyst team is willing to work with students and departments given the particular circumstance. Please reach out to analysts regarding an evaluation if needed.
- **How does this affect prior degree verification?**
 - Admitted students are having issues providing us with all official documents required to verify their degrees. The Graduate School admissions department is aware of this. Just as with the Fall 2020 semester, we ask that departments be aware that many students (both Fall 2020 and Spring 2021 admitted students) will be approaching them to ask for petitions to grant extra time to provide official documents to us.
- **Note:** We are meeting with students who want to provide academic documents to us for degree verification on an appointment basis only. Students are asked to contact gradschool@uh.edu to make an appointment.

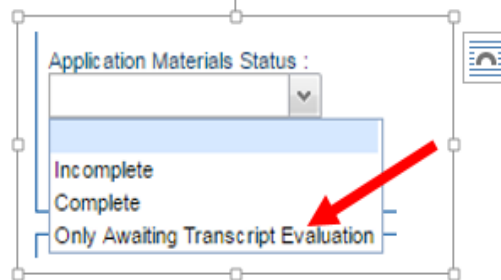
PRIORITY FOLDER - CNET

- We are in a new admission cycle and some Fall 2021 deadlines are already approaching.
- Applications which require transcript evaluations are tagged and completed based on the application deadline.
- If your program has a February application deadline, then we will work to complete all evaluations in February.
- The Priority Folder is available for those applications which the department needs a transcript evaluation done quickly (ready to make an offer of admission).
- Once the application is placed in the Priority Folder then the transcript team will work to have the evaluation completed within 24 to 48 hours.
- **Use this folder for applicants who are truly priority.** When a high volume of applications are pushed we cannot complete the evaluation in 24-48 hours.

PRIORITY FOLDER

Instructions for marking an evaluation as a priority

1. Verify all other application materials needed for making an admission decision are submitted and meet the minimum criteria for admission (e.g. TOEFL scores above the minimum).
2. Open the applicant's record to the "Personal Information" tab.
3. Under the Application Materials Status menu, choose "Only Awaiting Transcript Evaluation":



4. Save the record.
5. (Transcript Evaluators' View). The application will now appear in the "Priority" pool for the evaluators:

[-]	📁 International Evaluations	5716
[-]	📁 1) Ready for Evaluation	196
[+]	📁 Priority	1

BEST PRACTICES

- Always use the evaluations as a reference during the admissions process to ensure that you are offering admission only to applicants who meet our admissibility standards. Also, use the other information provided so that you have knowledge of the applicant's academic background.
- Reference the evaluator's comments and the Graduate School's website to answer newly admitted students' questions about what materials are needed.
- Do not receive transcript materials in your office, also route walk in applicants or mailed transcript documents directly to the Graduate School Dept. Never open a transcript in your office.
- Use the "Priority" requests strategically in order to make admission offers to the best candidates early.
- Do not offer admission until a transcript evaluation has been completed; this will prevent offering admission to applicants who do not qualify for graduate study in the United States.

I-20 processing



Christen Powers

SEVIS Compliance

Coordinator

I-20 UPDATES

- SEVP Guidelines regarding I-20 delivery
 - I-20 documents are still being delivered via email. This is the official I-20.
 - The student will need to sign and print the document.

SPRING 2021

- Processing for Spring 2021 is almost complete
 - If you have a student that still does not have an I-20, please get their information to me as soon as possible.

FALL 2021

- Processing for Fall 2021 will begin in January and documents will begin going out on February 1.
 - This is due to the interview window needing to be within six months of arrival
 - Students deferred from a previous semester will need new documents

NEW LETTER OF FINANCIAL BACKING

- The letter of financial backing is getting an update.
 - Information being updated includes
 - Tuition amounts
 - Personal support amounts
 - Dependent support amounts
 - Book and supply amounts
 - GTF and tuition waiver amounts will be the same for all the colleges

OUT OF OFFICE

- SEVIS coordinator will be out of the office the whole week at Thanksgiving, and beginning on December 22, 2020 for winter break. Christen will not have access to the office phone or email during that timeframe.
- Please ensure any documents needed for Spring 2021 are requested before November 19, 2020.



Bina Benavides, M.P.A.

Program Manager, Graduate
International/Admissions

UH Graduate School Virtual Events

Date	Event Type	RSVPs	Attendees	Partnering Departments
2-Oct-20	UHGS General Information Session	129	36	
5-Oct-20	UHGS General Information Session	49	20	
6-Oct-20	UHGS Graduate School STEM Programs and Admissions	30	14	College of Technology
7-Oct-20	UHGS Graduate School CLASS Programs and Admissions	39	27	College of Education, College of Social Work
12-Oct-20	UHGS Graduate School STEM Programs and Admissions	22	13	College of Engineering, College of Technology
14-Oct-20	UHGS General Information Session	30	15	
15-Oct-20	UHGS Graduate School CLASS Programs and Admissions	20	9	College of Education
19-Oct-20	UHGS General Information Session	24	9	
20-Oct-20	UHGS Graduate School STEM Programs and Admissions	44	19	College of Engineering
21-Oct-20	UHGS General Information Session	15	5	
26-Oct-20	UHGS General Information Session	45	17	
27-Oct-20	UHGS CLASS Communication Disorders Ph.D	22	11	CLASS Communication Sciences and Disorders Ph.D Program
28-Oct-20	UHGS General Information Session	7	3	Bauer College, Accountancy Program
28-Oct-20	UHGS General Information Session	10	10	Language Cultural Center
2-Nov-20	UHGS General Information Session	32	6	
3-Nov-20	UHGS Graduate School STEM Programs and Admissions	30	6	College of Engineering
6-Nov-20	UHGS General Information Session	51	22	
9-Nov-20	UHGS College of Pharmacy Ph.D Information Session	25	9	College of Pharmacy Ph.D
10-Nov-20	UHGS General Information Session	35	14	
11-Nov-20	UHGS College of Pharmacy Ph.D Information Session	15	6	College of Pharmacy Ph.D
11-Nov-20	UHGS Graduate School CLASS Programs and Admissions	36	6	College of Education
	Total	710	277	39% attendance rate

UH Graduate School Virtual Graduate Fair Events

Event Date	Event Type	RSVPs	Partnering Departments
22-Sep-20	TXGAP CareerEco Virtual Graduate School Fair via CareerEco	350	College of Technology
23-Sep-20	Fort Bend Workforce Job Fair	2	
13-Oct-20	UT Austin Graduate Fair Via Handshake	250	College of Technology
16-Oct-20	TXGAP CareerEco Virtual Graduate School Fair	243	College of Technology
20-Oct-20	TAMU School Fair	N/A yet	College of Technology
27-Oct-20	South Texas Consortium via Handshake	289	College of Technology
29-Oct-20	UCLA McNair Event via Zoom	N/A yet	College of Technology
4-Nov-20	TXGAP CareerEco Virtual Graduate School Fair via CareerEco	126	College of Technology
	<u>Total Leads</u>	<u>1258</u>	

UH Graduate School Future Virtual Recruiting Events

Event Date	Event Type
13-Nov-20	UHGS Graduate School STEM Programs and Admissions
14-Nov-20	UHGS General Information Session
16-Nov-20	UHGS General Information Session
17-Nov-20	UHGS General Information Session
18-Nov-20	UHGS STEM Information Session
23-Nov-20	UHGS General Information Session
24-Nov-20	UHGS STEM Information Session
30-Nov-20	UHGS General Information Session
2-Dec-20	UHGS General Information Session
3-Dec-20	UHGS STEM Information Session
7-Dec-20	UHGS General Information Session
8-Dec-20	UHGS CLASS Information Session
9-Dec-20	UHGS General Information Session
10-Dec-20	UHGS STEM Information Session
15-Dec-20	UHGS General Information Session
16-Dec-20	UHGS CLASS Information Session
17-Dec-20	UHGS General Information Session
18-Dec-20	UHGS General Information Session
21-Dec-20	UHGS General Information Session
22-Dec-20	UHGS General Information Session

**Are you interested in partnering with the Graduate
School to promote your programs?**

Contact Bina Benavides, Program Manager, bbenavi@central.uh.edu