

Graduate Student Academic Services

FALL 2011 PROCESS CHANGES

Fall 2011 Process Changes

WHAT CHANGES ARE HAPPENING?

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- ✘ Processes now housed in GSAS
 - + Graduation Certification Process (GCP)
 - + Degree Certification Letters (DCL)
- ✘ Processes now routed through GSAS
 - + Certificate of Results for prelim/final exams
 - + Supplemental Grade Report Forms (SGRF)

WHAT CHANGES ARE HAPPENING?

- ✘ Graduation Certification Process (GCP)
 - + Method of using GCP unchanged at this time
 - + NetFiles and Excel spreadsheets
 - ✘ Primary sources for information sharing
 - ✘ Accessing NetFiles remains the same
 - ✘ December deadline information
 - + Information relay
 - ✘ “Comments” section and Email
 - + 499/599 grades
 - ✘ No longer automatically changed via spreadsheet

WHAT CHANGES ARE HAPPENING?

- ✘ Degree Certification Letter (DCL)
 - + Form similar – few changes to note:
 - ✘ SGRF for any 499/599 must be attached
 - ✘ Allow two weeks for processing once received at GSAS
 - ✘ Spring 2012 start date for receiving

WHAT CHANGES ARE HAPPENING?

- ✘ Certificate of Results – Prelim and Final Exams
 - + Routing through GSAS for data gathering
 - + Forwarded to OR for Banner input

WHAT CHANGES ARE HAPPENING?

✘ Supplemental Grade Report Forms (SGRF)

+ All SGRFs:

- ✘ Must come through GSAS for form check
- ✘ Completion process by department unchanged
- ✘ Instructor of record or other authorized signature required
- ✘ Grade changes only done by OR

WHAT CHANGES ARE HAPPENING?

- ✘ Supplemental Grade Report Forms (SGRF)
 - + 499/599 SGRFs:
 - ✘ Should only be completed and sent once department notified of thesis deposit
 - ✘ Current term can be included, however grade change not made until end of term
 - ✘ No grade changes will be made from final GCP spreadsheet

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WHEN ARE CHANGES TAKING PLACE?

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× August 22, 2011

- + DCL requests
 - × Sent to GSAS
- + SGRFs
 - × Route through GSAS

× September 19, 2011

- + GCP
 - × Auditors move to GSAS
 - × DCL requests
- + COR for prelim/final
 - × Route through GSAS

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WHY ARE CHANGES HAPPENING?

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- ✘ Implementing Stewarding Excellence
- ✘ Improve service to students, programs, and campus community
- ✘ Processes tied together

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CONTACT INFORMATION AND RESOURCES

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Graduate Student Academic Services (GSAS)

Email:

GradAcServ@illinois.edu

Mailing Address:

204 Coble Hall, MC-322

Walk-In Traffic/Delivery of Rush Documents:

Suite 320, Illini Union Bookstore (North side entrance, 3rd floor)

Walk-In Hours:

9:00 am – 12:00 pm, 1:00 pm – 5:00 pm

Phone/Fax:

333-2364

244-8966 (fax)

CONTACT INFORMATION AND RESOURCES

Helpful Links:

Graduate Student Academic Services: <http://www.grad.illinois.edu/academic-support>

Graduate College Handbook: <http://www.grad.illinois.edu/gradhandbook>

DCL request: <http://www.grad.illinois.edu/sites/default/files/pdfs/cdlrequest.pdf>