The Graduate School

2016 Graduate Student Orientation
Dr. Jasbir Dhaliwal
Dean of
The Graduate School
Dr. James Kierulff
Director of Graduate Student Services

- Modernizes operations
- Analyzes Graduate processes, policies and procedures
- Implements new processes, policies and procedures
- Manages GA eContracts and systems
- Assists with the strategic side of enrollments and admissions
- Manages student-related inquiries from colleges
- Provides college level training/support for policies/procedures.
- Manages retroactive enrollment and withdrawals
Lakesha Herring
Coordinator of Graduate Programs

- Maintains Graduate Faculty Status Database
- Compiles data for/prepares comprehensive reports
- Performs business/administrative related tasks in operational support
- Coordinates/manages scholarships/fellowships (totaling $400,000 yearly)
- Coordinates/schedules meetings, rooms, conferences, surveys (NSF and Peterson’s), Honors Assembly for the Graduate School
Michelle Stout
Graduation Analyst

- Processes transfer credit
- Proofs for style and format over 200 theses and 100 dissertations annually
- Manages/processes intent to graduate, candidacy, and comprehensive examination forms (over 600/semester)
Mary Kyle
Coordinator of Graduate Publications and Recruitment

- Recording secretary for the University Council of Graduate Studies
- Marketing Coordinator
- Website and Graduate Catalog editor
- Attends recruitment events representing the Graduate School
- Loads all curricular requests and submits proposals to the Tennessee Board of Regents
President of the Graduate Student Association

- Presides over the Graduate Student Association (GSA)
- Serves as a voting member on the University Council of Graduate Studies
- Develops Graduate Student Orientation in collaboration with Enrollment Services
- Coordinates the Student Research Forum, in collaboration with the Honors Program
Lemmie Griggs
Supervisor of Graduate Admissions

- Serves as enrollment manager for the Graduate School
- Supervises the Graduate Admissions Office and staff
- Develops and implements strategic graduate student recruitment plans
- Collaborates with the Graduate School and various graduate programs to create a fulfilling graduate school experience for our students.
Graduate Admissions Counselors

Cynthia Hightower
Deborah Holder
Winnella Jones
Regina Rastall
Graduate Education Week in Tennessee

The Tennessee Conference of Graduate Studies sponsors this annual event in Nashville, Tennessee. It allows graduate students to present their research to legislators at the Capitol Building.

The Graduate School hosts a luncheon for the Shelby County Delegation of legislators, where our student is able to present their research in a more intimate setting.
The Student Research Forum is free and open to all. It features over 150 poster presentations about graduate and undergraduate student research.
The Graduate School

Important policies

www.memphis.edu/gradcatalog
TIME LIMITATIONS

DOCTORAL DEGREES:

- 12 years
- 10 years to complete all coursework. See the Graduate Catalog for more information

MASTER’S DEGREES:

- 8 years
- Individual programs may set shorter timelines
GRADE POINT AVERAGE

- Graduate students must maintain a 3.0 GPA ("B").

- Grades of "D" and "F" will not apply toward any graduate degree, but will be computed in the GPA.

- No more than 7 hours of "C-," "C" or "C+" will be applied towards meeting degree requirements.
REPETITION OF COURSES

- May repeat a course to earn a higher grade only if the earned grade was a "U" or lower than a "B" (3.0).

- No course may be repeated more than once to improve the grade.
WITHDRAWAL FROM A SEMESTER

- Only when circumstances beyond the student’s control make it impossible to complete the semester.
- Late withdrawals must be approved by the Director of Graduate Studies in the student's college and submitted to the Graduate School.
- A leave of absence can be granted dependent upon the student’s circumstances
- Approvals and documentation required.
CREDIT BY EXAM

- In cases where the student has knowledge, but has not taken the appropriate course, the academic units, with approval from the Dean of the Graduate School or designee, may offer graduate courses for credit by examination.

- Total credit-by-examination applied to a student's degree program may not exceed nine (9) semester hours.

- The necessary form is available on the Graduate School web site (www.memphis.edu/gradschool).
# DEADLINES - REGISTRAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>08.22.16</td>
<td>First day of Fall classes</td>
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<tr>
<td>11.30.16</td>
<td>Last day of Fall classes</td>
</tr>
<tr>
<td>12.01.16</td>
<td>Study day</td>
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<tr>
<td>12.02.16 – 12.08.16</td>
<td>Exams</td>
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<tr>
<td>01.19.16</td>
<td>First day of Spring classes</td>
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<tr>
<td>04.27.16</td>
<td>Last day of Spring classes</td>
</tr>
<tr>
<td>04.28.16</td>
<td>Study day</td>
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<tr>
<td>04.29.16 – 05.05.16</td>
<td>Exams</td>
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## Fall 2016 Fee Payment Deadlines

**Fee Payment Policy:**

<table>
<thead>
<tr>
<th>Students who register for any Fall Part-of-Term (POT) during:</th>
<th>Deadline to avoid $100 Fee:</th>
<th>All registered courses will be deleted if Not Paid In Full on:</th>
</tr>
</thead>
</table>
| Apr 4 - Aug 19, 2016 | N/A | Aug 19, 2016 by 4:30 p.m.  
All Courses Deleted |
| Aug 20 – 25, 2016 | Aug 25, 2016 by 5:30 p.m. | Sep 2, 2016 by 4:30 p.m.  
All Courses Deleted |
For the latest Graduate School news, follow us online!

: @memphisgraduate

: www.facebook.com/universityofmemphisgraduateschool
The Graduate Student Association

- All enrolled graduate students are automatically members of the Graduate Student Association (GSA).

- All graduate students are encouraged to participate in GSA discussions and activities, and may serve on GSA committees and working groups.

- Please fill out the interest card in your folder if you would like to actively participate in the GSA.
Thank you for coming!