A Letter from the Interim Dean
by Dr. Susan Carvalho

There may never have been a more exciting/daunting/challenging time to think about the role of graduate education at the University of Kentucky. This year brings the convergence of a new strategic planning cycle and a new budget model, both of which hold great promise for graduate education. Both occasions call for a re-thinking of how we assess, protect, and strengthen the graduate enterprise that is so intimately connected to all that a research university is and does.

The Graduate School hopes to convene and facilitate many conversations in the coming months, regarding how we fare nationally and how best to position ourselves in the near future, to compete for the nation’s and the world’s top graduate students. Once we bring them to UK, we need to evaluate and showcase how we are training them for research, teaching, industry careers, or the myriad futures that might await them as thoughtful and ground-breaking leaders.

From the Gillis building, we plan to provide you with data, both from our own expertise and in response to your inquiries and needs. We will showcase models at home and beyond our borders, trumpet the successes of our graduate alumni and current graduate students, and support the critical conversations that will happen at the department and college level across the campus this year.

At the same time, like all academic units across campus, we will critically examine our own processes, looking for ways to make your work (and ours!) easier and more efficient. As a long-time DGS and advisory committee chair/member, I am keenly aware of how complex the graduate processes are, between centralized and decentralized processes throughout the graduate student life-cycle, from recruitment through degree certification. Our Graduate School team stands ready to listen and assist, to adapt to the needs of all stakeholders, and to advocate for the changes that will keep our graduate programs at the forefront of intellectual discovery. We look forward to an exciting and thoughtful year!

Office of Professional Development Welcomes Your Suggestions for New Workshops
by Dr. Morris Grubbs

The Office of Graduate Student Professional Development provides an array of opportunities for students to enhance their teaching and leadership skills and to prepare for careers inside and outside academia.

The following are orchestrated by the office (not an exhaustive list):

- Graduate Student Workshop Series (in partnership with CELT, the Graduate Student Congress, and other campus entities)
- The Graduate Student Congress (see below for information)
- The Preparing Future Faculty Program (workshops and courses)
- The Graduate Certificate in College Teaching and Learning (in partnership with CELT, EPE, and sister institutions.)
- Special-topics GS courses, such as Preparing Future Professionals
- University-wide TA and International TA Orientations

Office of Professional Development Welcomes Your Suggestions for New Workshops
The University of Kentucky Graduate Student Congress (GSC) is an organization that works to serve UK’s graduate student population through professional development workshops and seminars, promoting interdisciplinary cooperation and collaboration, and serving as a collective voice in matters that affect graduate students university-wide. The first workshop GSC offered this semester was “Making Cents of Your Master’s or PhD” on September 3rd. This event was open to all graduate students and focused on managing student loans and understanding credit and healthcare.

The GSC encourages each academic department to select a student representative to the GSC as well as an alternate representative. A description of the roles and expectations of representatives is available here: (http://sweb.uky.edu/StudentOrgs/GradStudentCongress/representatives.html).

Having a representative who attends meetings regularly also assures that students in your department are eligible for any travel funding administered through the GSC (from SGA funds).

The names and email addresses of any newly elected GSC representatives should be sent directly to the Secretary of the Executive Board, Daniel Cockayne (daniel.cockayne@uky.edu). The GSC thanks you for helping optimize the Congress’s efficacy as a collective voice by seeing that all departments have a seat at the table.

The first official GSC meeting will be on October 6th in the Lucille Little Fine Arts Building, Rm. 302, at 5:30. The meeting will provide information about upcoming events and University policies that may affect graduate students. The floor will be open for any graduate students to voice concerns or issues they would like the GSC to help address.

Aside from serving as a voice of advocacy for graduate students, the Congress also works to organize campus-wide professional development activities. We are excited to continue the 3MT© (Three-Minute Thesis) competition for a second year to enhance the communication and translational skills of graduate students. The 3MT© is a research communication competition which challenges students to communicate their dissertation research in three minutes to an intelligent but non-specialist audience.

You will find more information and video samples here: (http://www.research.uky.edu/gs/StudentDevelopment/3MT_Competition.html)

We ask that you encourage support of the Graduate Student Congress not only by electing representatives to the Congress but also encouraging your students to take part in the 3MT©.

Please watch for announcements about the fall competition. The top graduate student presenters from the preliminary rounds will be invited to compete at the finals in early December for cash prizes and a chance to represent UK at
the Council of Southern Graduate Schools’ regional competition in March in New Orleans.

Thank you for your dedicated service to graduate students and graduate education at UK. If the Congress can be of service to you, please let us know.

The GSC’s new website with officer contact information will soon be available here: (http://officeofstudentinvolvement69920.orgsync.com/org/ukygraduatestudentcongress/Officers)

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Hobsons Suite Updates for Graduate Admissions
by Patricia Bond, Brian Jackson, et al.

AppReview: This is an add-on module to ApplyYourself that facilitates on-line review of the applications. Faculty will now be able to interact with only the AppReview interface, bypassing the ApplyYourself webcenter entirely. Once the review team finishes and rates the applicant, the head reviewer (e.g., DGS) can click on a decision in AppReview. That decision is seamlessly passed back to ApplyYourself for further processing by our admissions staff. With help from Catina Rossoll and the Department of Pharmaceutical Sciences, we have now completed initial implementation and testing and we will be more fully deploying the module to other programs this fall. Please contact your graduate admissions officer for additional information and to request inclusion in the implementation process.

Connect: Now that the A\Y system seems to be working smoothly, we want to refine the communication plans with our prospects as well as our applicants. The admissions staff will soon be reaching out and seeking your input on requested messaging to students interested in your program of study. Directors of Graduate Studies and staff associates will play a key role in the development of tailored messages to your prospective students, to enhance your recruitment efforts.

This is a perfect time to think about how we can work together and optimize our use of the Hobsons technology suite. Likewise, a renewed emphasis on the recruitment potential of the CRM component of Hobsons is underway and is designed to increase and improve our prospect pool.

Enrollment Module: One piece of the previously unused ApplyYourself suite that the Graduate School will implement this fall for the 2015 admissions terms is the Enrollment module. Once an applicant receives an admissions offer, an additional link will be included in the official letter from the Graduate School; once the student clicks there, s/he will return to the AY page and complete the enrollment form, basically a Yes/No question. If the student indicates that s/he will not attend, s/he will be asked to indicate the reason. This information will help programs and the institution track intentions of applicants during the period between offer and enrollment. The graduate enrollment form will not require any additional fees or deposits. More information will be announced when the Enrollment module is live this fall.
ETD Embargo Policy
by Dr. Cleo Price

The embargo request can be for 6 months, 1 year, or 2 years and must be filed by the student with the approval of the major advisor. Request for an extension of the initial embargo must be filed by the graduate (student) and should be received by the Assistant Dean in Academic Services (two weeks before the embargo is scheduled to expire) who will then communicate the extension approval to the library repository staff.

Why embargo a document?

Possible reasons that one might want to request an embargo include the following:

- Patentable rights based on an invention or discovery that resulted from the dissertation research
- An ethical or legal responsibility to prevent disclosure of sensitive or classified information regarding persons, institutions, or technologies
- An academic or commercial press interested in acquiring the rights to publish the author’s dissertation as a book (in other words, when a publishing contract is imminent)
- Extensive content within the dissertation that is likely to be submitted to a peer-reviewed journal

For questions or comments regarding the embargo policy, please contact Dr. Cleo Price, Assistant Dean, The Graduate School.

Fellowships
by Tom Hanna

The fellowship competition calendar is posted now at http://www.gradschool.uky.edu/StudentFunding/fellowship_opportunities.html. Students and DGSs are encouraged to prepare early to gather the materials necessary for a timely submittal.

The winter competitions are for 2016-17. There are four fellowships, however, for which competitions are held this fall for spring 2015 awards:

UK Association of Emeriti Faculty
UK Woman’s Club
Lexmark
Lexington Herald-Leader.

Details and contact information are on the website above, and please see page 8 of this newsletter for the full calendar.
Student Health Care 2014-2015
by Melynda Burke

UK students have access to a two-part health care system by utilizing the services provided by the mandatory health fee at University Health Service (UHS), and the benefits offered by Academic HealthPlans in the school-sponsored student insurance program.

Health Fee:

Full-time students are assessed the $175 health fee with their tuition and mandatory fees for each fall and spring semesters enrolled. Part-time students, or graduate students enrolled in a zero or two-credit hour course, may be seen on a fee-for-service basis or by voluntarily requesting the health fee through Student Billing Service. The health fee add deadline for the Fall 2014 semester is September 26, 2014. For services included by the health fee, please see ukhealthcare.uky.edu/uhls/.

Student Insurance Plan:

As a service to our students, UK administers a health insurance plan for students based on the benefits that most protect them, and the facilities most convenient for them. It is important to note that the same UK staff members who administer the plan are available to teach students how to use their health insurance policies by working on a case-by-case basis to cover any student questions concerning benefits, enrollments, and/or claims. The UK plan is also designed to supplement UK’s mandatory health fee. Additionally, the plan is ACA compliant and classified as a gold level. Full eligibility, enrollment, and plan details are available online at uky.myahpcare.com.

Eligible students fall into one of three enrollment types listed below:

Funded Graduate
Qualifying funded graduate students are automatically enrolled in the UK plan. To qualify, a student must be: (i) enrolled in the Graduate School, (ii)degree-seeking, and (iii)receiving support from UK in the form of a full-time assistantship (TA, RA, GA), qualifying fellowship, or a combination of these positions. Full-time standing means an assignment of 20 hours per week, or an annual fellowship stipend of $9,000 or more paid through the UK payroll system. The Graduate School determines insurance eligibility each semester. For eligibility questions, contact Melynda Burke at 859-257-6608 or grad.fundedhealth@uky.edu.

International Students
J1, J2, and F1 visa holders are automatically enrolled in the UK insurance plan when they register for classes, and the cost is added to their student bill.

Voluntary Enrollment Students
Undergraduate and non-funded graduate students may purchase the UK Student Insurance Plan at uky.myahpcare.com during the open enrollment window, which for the Fall 2014 semester is open from August 1st through September 15th. An undergraduate student must be enrolled in at least six (6) credit hours, and a graduate student must be enrolled in any course with the University.

For insurance questions, contact Melynda Burke at 859-257-6608, grad.fundedhealth@uky.edu, or stop by room 203B of the Graduate School.

Document Management
by Tom Hanna

The UK Enterprise Applications Group team is starting to reach out to colleges, including IT staff, about further development of the document management system in SAP. Attached to each student master record, this file system allows for archiving documents and forms that may previously have rested in paper files.

The Enterprise Content Management system, headed up by Marc Bradley, has already worked with HR, Budget, as well as Enrollment Management and the Graduate School. As the GS fully deploys the ECM student file this year, we will be working with DGSs, staff, and college IT staff as needed to enable access to the GS portion.

Stay tuned!
New Policies and Procedures
by Dr. Brian Jackson, et al.

Distance Participation in Examinations

We have attempted to clarify the issue of advisory committee members participating remotely in all Graduate School-sanctioned, committee-based examinations (doctoral qualifying and final; master’s final).

The policy now reads as follows:

One or more members of a master’s or doctoral committee may participate remotely in an Examination if a video-conference connection can be established (this option does not apply to the Outside Examiner assigned to final doctoral defenses). The DGS should identify the committee members participating in this fashion on the qualifying or final examination request form. Under exceptional circumstances, the remote participation option may also be extended to the student.

Modified Doctoral Committee Composition

The existing policy for composition of the doctoral dissertation advisory committee is as follows:

The advisory committee has a core of four members. This core must include a minimum of two faculty members from the academic program (with one being the major professor as chair). All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the major professor) must possess full Graduate Faculty status.

In order to facilitate the establishment of committees composed of faculty members that can be of greatest assistance to the student in their dissertation research we are proposing;

1. To reduce the required number of home department/program committee members to two;

2. To eliminate the requirement that one committee member must be from outside the home department / program.

The amended policy, approved by Graduate Council and awaiting final Senate approval, would then read as follows:

The advisory committee has a core of four members. This core must include a minimum of two faculty members from the academic program (with one being the major professor as chair). All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the major professor) must possess full Graduate Faculty status.

Required Enrollment at Exam Time for Master’s Students

Under the current rules, master’s students are not required to be enrolled during the semester in which they take the final examination. While most Plan A students remain enrolled in XXX-768/748 through to the defense, and most Plan B students finish their degrees in the last semester of structured coursework, a significant number do not stay enrolled and return to ask for final examinations at later dates. The new policy, approved by the Graduate Council and awaiting final Senate approval, will require all master’s students to be enrolled at UK during the term in which they take the final examination.

1. Upon completion of required coursework all Plan A (thesis) students must maintain continuous enrollment in XXX 768 and/or XXX 748 (zero credit, has no charge). If they do not stay continuously enrolled, they must reapply to the Graduate School and the program, be accepted, and enroll in XXX-748 in order to sit for the final examination.

2. Plan B (non-thesis) students must be enrolled in the semester in which they take the final examination. If they are not enrolled they must reapply to the Graduate School and the program, be accepted, and enroll in an XXX-748-equivalent zero credit course, in order to sit for the final examination.

Did You Know?

Programs are required to notify continuing students on assistantships by March 1 each year if they are to be employed again (or not) for the next school year. See A.R. 5:2 for more information.
Reminders/Clarifications of Existing Policies and Procedures

by Dr. Brian Jackson, et al.

No GRE Requirement for University Scholars

GRE/GMAT scores are not required for admission as a University Scholar unless the program has opted out of this waiver. To do so, the Director of Graduate Studies should contact the Senior Associate Dean of the Graduate School, providing a brief rationale for retention of these standardized tests.

University Scholar Program Evaluation

The University Scholar Program is a great way to attract top-quality undergraduates to fast-track their admission to Graduate School. We want to ensure that we are presenting this option to students early in their academic career and with easily understood guidelines.

If you are interested in serving on an advisory committee, please contact Brian Jackson (jackson@email.uky.edu) or Patricia Bond (pbond@email.uky.edu) to learn more about our plans for this Fall.

Leave of Absence Policy

If an enrolled graduate student at the University of Kentucky sits out for one or more semesters, they are required to complete a new application and pay the application fee in order to be considered for readmission. In many instances this can be avoided by requesting a “leave of absence”. In addition to avoiding the application process, this status will allow the students to priority register in preparation for their return.

Procedurally, the student should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question. If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters are permitted in leave of absence status. Post-qualifying doctoral students are currently not eligible for the leave of absence.

Master and Doctoral Committee/Examination Process

We are implementing an upgrade to the online processes for committee and examination requests. The upgrade will involve two significant changes:

- Display Program Name adjacent to the Program Code in the Faculty Search Field (this will allow the student to select the proper faculty appointment especially when a faculty member has multiple appointments)

- Allow the student to delete faculty member on the Modify Advisory Committee form (once the student has submitted the modify committee request, the Director of Graduate Studies will still need to approve the committee change)

If you have suggestions for other changes, please contact Dr. Cleo Price at cleo.price@email.uky.edu
DGS-Nominated Competitive Fellowships

Dissertation Year Fellowship
Nomination Deadline: Tuesday, January 6, 2015
Review committee will meet the week of January 12, 2015
Decisions will be released by January 22, 2015

Presidential Fellowship
Nomination Deadline: Tuesday, January 20, 2015
Review committee will meet the week of January 26, 2015
Decisions will be released by February 5, 2015

Northern Ky/Greater Cincinnati UK Alumni Club Fellowship
Nomination Deadline: Tuesday, March 3, 2015
Review committee will meet the week of March 9, 2015
Decisions will be released by March 19, 2015

James Still Fellowship
Jeffrey Fellowship for Tobacco Research
Nomination Deadline: Tuesday, March 17, 2015
Review committee will meet the week of March 23, 2015
Decisions will be released by April 2, 2015

McNair Fellowship
Nomination Deadline: Tuesday, April 14, 2015
Review committee will meet the week of April 20, 2015
Decisions will be released by April 30, 2015

Daniel R. Reedy Quality Achievement Fellowship Award
Nomination Deadline: Tuesday, February 24, 2015
Review committee will meet the week of March 2, 2015
Decisions will be released by March 12, 2015

Self-Nominating Competitive Fellowships

University of Kentucky Woman’s Club Endowed Fellowship
Nomination Deadline: Tuesday, October 21, 2014
Review committee will meet the week of October 27, 2014
Decisions will be released by November 6, 2014

Matthews/Singletary/Wethington Fellowship
Nomination Deadline: Tuesday, February 3, 2015
Review committee will meet the week of February 9, 2015
Decisions will be released by February 19, 2015

DGS-Nominated Allocated Fellowships

Graduate School Academic Year Fellowship
Nomination Deadline: Wednesday, April 1, 2015

Kentucky Opportunity Fellowship
Nomination Deadline: Wednesday, April 1, 2015

Max Steckler Fellowship
Nomination Deadline: Wednesday, April 1, 2015

DGS-Nominated Recruitment Fellowships

Lyman T. Johnson Awards
Renewal Nomination Deadline: Tuesday, March 3, 2015
New Nomination Deadline: Tuesday, April 1, 2015

Multi-Year Fellowship
Nomination Deadline: Tuesday, February 3, 2015
Review committee will meet the week of February 9, 2015
Decisions will be released by February 19, 2015

Lexmark Fellowship
Nomination Deadline: Tuesday, October 7, 2014
Review committee will meet the week of October 13, 2014
Decisions will be released by October 23, 2014

Lexington Herald-Leader Fellowship
Nomination Deadline: Tuesday, October 14, 2014
Review committee will meet the week of October 20, 2014
Decisions will be released by October 30, 2014

Graduate Fellowship for Selected Areas
Nomination Deadline: Tuesday, February 10, 2015
Review committee will meet the week of February 16, 2015
Decisions will be released by February 26, 2015

Crale Foundation/Joan Crale Day Fellowship
Nomination Deadline: Tuesday, February 10, 2015
Review committee will meet the week of February 16, 2015
Decisions will be released by February 26, 2015

Association of Emeriti Faculty Endowed Fellowship
Nomination Deadline: Tuesday, October 28, 2014
Review committee will meet the week of November 3, 2014
Decisions will be released by November 13, 2014

This newsletter is brought to you by the Graduate School, in part by:

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For more information, please visit us at http://www.gradschool.uky.edu/