

## *E-Communiqué* Vol. 6.4, April 4, 2008

The E-Communiqué is published monthly with notices of upcoming deadlines, clinics and seminars, and other matters related to graduate education at ASU. View past issues of E-Communiqué at [graduate.asu.edu/ecomunique.html](http://graduate.asu.edu/ecomunique.html).

### *NEW ABOR Degree Approval Process And Deadline*

The ABOR approval process for academic programs has now changed. Each university is now required to submit an Academic Plan containing all newly proposed degree programs, anticipated organizational changes and centers/institutes it intends to develop during the ensuing year. The ABOR Academic Affairs Committee has recently finalized the timeline and templates.

Each College/School and each chair/director have now received a set of templates for completion with any new degrees, anticipated organizational changes, and new centers/institutes it would like to propose for 2008-09. In cases where Schools are part of a larger School or College, the larger unit submits a single completed template for the entire College/School. The **deadline** for submitting College/School Templates by the Dean or Dean's designee is **Apr 16 (W)**. Please submit via email to [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu).

It is essential that these templates be completed in full and by the stated deadlines by individual colleges/schools, so that ASU can prepare a master document for submission to ABOR. Full information regarding the templates and the new process can be found at the Provost's WEB site at <http://www.asu.edu/provost/curriculum/academicplan>.

### *SPRING 2008 UGF (Block Grant) Awards*

If you need to add a UGF Block Grant award for Spring 2008, you will need to send an email to [grad-financial@asu.edu](mailto:grad-financial@asu.edu). Graduate College staff can add Spring awards up until **April 30, 2008**.

### *SUMMER 2008 gPortal Deadlines*

Please note the following important dates for academic units to post awards for assistantships and UGF block grants on gPortal for Summer 2008.

#### RA/TA Benefits

<b>Begin entering data</b>	<b>March 21, 2008</b>
<b>Last date to enter, edit or inactivate an award</b>	<b>August 1, 2008</b>

#### UGF Block Grants

<b>Begin entering data</b>	<b>March 21, 2008</b>
<b>Last date to enter, edit or inactivate an award</b>	<b>May 2, 2008</b>

Any students receiving block grant awards for summer must be continuing students or newly admitted for Summer 2008 (students newly admitted for Fall 2008 are not eligible to receive summer awards). Students holding an assistantship or receiving a UGF block grant must be enrolled for a minimum of 1 credit hour during the summer. Also RA's and TA's must work a minimum of 5 weeks during the summer in order to receive tuition remission. If you have questions regarding summer assistantships and block grants, please send them to [grad-financial@asu.edu](mailto:grad-financial@asu.edu).

### *FALL 2008 RA/TA and UGF Block Grant Posting on gPortal*

Please note the following important dates for academic units to post awards for assistantships and UGF block grants on gPortal for Fall 2008 and/or Spring 2009.

### RA/TA Benefits

Begin entering data **April 18, 2008**  
Last date to enter, edit, or inactivate an award for Fall **October 31, 2008**

### UGF Block Grants

Begin entering data **April 18, 2008**  
Last date to enter, edit, or inactivate an award for Fall **October 31, 2008**

Any student receiving block grant awards for fall must be a continuing graduate student or newly admitted for Fall 2008.

Students holding an assistantship or receiving a UGF block grant must be enrolled for a minimum of 6 graduate-level credits during Fall 2008 and Spring 2009 (more if academic unit's requirement). RA's and TA's must work a minimum of 8 weeks during the fall and/or spring semester in order to receive tuition remission.

ASU Student Financial Assistance Office will package graduate students with financial aid starting **May 15th**; therefore we recommend entering as many Fall 2008 RA/TA benefits and UGF block grant awards as possible prior to that date.

Fall 2008 tuition payment deadline is **August 19th**; therefore, in order to avoid the fall tuition installment plan with a \$75 fee attached, we recommend entering RA/TA and UGF information no later than the **end of July 2008**. If you have questions regarding 2008-09 assistantships or UGF Block Grants, please email [grad-financial@asu.edu](mailto:grad-financial@asu.edu).

### **- Announcements/Reminders/Deadlines -**

#### *Conference Travel Grants*

**Apr 11 (F)** The deadline for graduate students to submit reimbursement requests for the cost of airfare for participation in professional conferences. More information at [graduate.asu.edu/travelgrants.html](http://graduate.asu.edu/travelgrants.html) or contact Beatris Nigoa at [beatris.nigoa@asu.edu](mailto:beatris.nigoa@asu.edu) or 965-3530.

#### *The University Graduate Council*

**Apr 7 (M)** Deadline for receiving final copies of all graduate proposals and supporting documents including all unit and college approvals for the April 22<sup>nd</sup> meeting of the Council.

**Apr 22 (T)** Council meeting

The Council calendar for AY 2007-08, Council members' roster and Council agenda information can be found at [graduate.asu.edu/graduatecouncils.html](http://graduate.asu.edu/graduatecouncils.html).

#### *Curricular Development*

For assistance with new graduate curricular initiatives/proposals, or development of new graduate curricular initiatives, please contact Dr. Filiz Ozel, Associate Vice Provost for Graduate Academic Programs at [Ozel@asu.edu](mailto:Ozel@asu.edu), Denise Campbell, Program Manager for Graduate Academic Programs at [Denise.Campbell@asu.edu](mailto:Denise.Campbell@asu.edu) or Amanda Morales-Calderon, Administrative Associate at [Amanda.Morales-Calderon@asu.edu](mailto:Amanda.Morales-Calderon@asu.edu).

More Info at: [graduate.asu.edu/gapd/index.html](http://graduate.asu.edu/gapd/index.html), Forms: [graduate.asu.edu/gapd/forms.html](http://graduate.asu.edu/gapd/forms.html)

University Curriculum Development information can be found at [www.asu.edu/provost/curriculum/](http://www.asu.edu/provost/curriculum/).

### **- Upcoming Events -**

#### *Strategies for Success* ([graduate.asu.edu/sfs](http://graduate.asu.edu/sfs))

**Apr 7 (M)** *Preparing Your Curriculum Vitae (Part 1)*, 1:15 - 2:45 pm, PEBW 148.

**Apr 8 (T)** *Constructing a Teaching Portfolio (Part 2)*, 3:30 - 5:00 pm, COOR 120.

**Apr 14 (M)** *Preparing Your Curriculum Vitae (Part 2)*, 1:15 - 2:45 pm, COWDN 124.

#### *Exploring Graduate School*

[graduate.asu.edu/explore\\_gradschool.html](http://graduate.asu.edu/explore_gradschool.html)

**Apr 14 (M)** *Getting Into Graduate School*, 3:30 - 4:30 pm, Goldwater Center, Room 487.

**Apr 16 (W)** *Financing Graduate School*, 3:30 - 4:30 pm, Goldwater Center, Room 487.

**Apr 17 (Th)** *Law School Day 1*, 6 - 8 pm, SCOB Room 228. Reservations are encouraged but not required. Call (480) 965-6777 or email [testprep@asu.edu](mailto:testprep@asu.edu).

**Apr 18 (F)** *Getting Into Law School*, 3 - 5 pm, SCOB Room 150. Reservations are encouraged but not required. Call (480) 965-6777 or email [testprep@asu.edu](mailto:testprep@asu.edu).

**Apr 19 (S)** *Free LSAT Practice Test*, 8:45 am - 12:30 pm, Location: TBA. Reservations are required. Call (480)965-6777 or email [testprep@asu.edu](mailto:testprep@asu.edu).

**Apr 22 (T)** *Writing Personal Statements For Graduate School Admission*, 3:30 - 4:30 pm, Physical Education Building (PEBW), Room 148.

**Apr 22 (T)** *Getting Into Law School*, 6 - 8 pm, COOR L1-74. Reservations are encouraged but not required. Call (480) 965-6777 or email [testprep@asu.edu](mailto:testprep@asu.edu).

**Apr 24 (Th)** *Getting Into Graduate Programs In The School Of Justice And Social Inquiry*, 3 - 5 pm, Physical

Education Building (PEBW), Room 148.

**- Upcoming Fellowships Deadlines -**

*National Fellowships*

[graduate.asu.edu/nationalfellowships.html](http://graduate.asu.edu/nationalfellowships.html)

*Diversity Fellowships*

[graduate.asu.edu/gcfellowships.html](http://graduate.asu.edu/gcfellowships.html)

*Dissertation/Thesis Fellowships*

[graduate.asu.edu/financial/thesis.html](http://graduate.asu.edu/financial/thesis.html)

*Postdoctoral Fellowships*

[graduate.asu.edu/postdoctoral.html](http://graduate.asu.edu/postdoctoral.html)

**- Helpful Hints from the GC -**

*The 2007-2008 Graduate Catalog*

[www.asu.edu/aad/catalogs/graduate/contents.html](http://www.asu.edu/aad/catalogs/graduate/contents.html)

*Graduate Student Profiles*

[graduate.asu.edu/profiles/index.html](http://graduate.asu.edu/profiles/index.html) Do you want to feature one of your graduate students? Notify Michele St George at [Michele.stgeorge@asu.edu](mailto:Michele.stgeorge@asu.edu)

*Graduate Education in the News*

Contact Kathy Douglas at [kdouglas@asu.edu](mailto:kdouglas@asu.edu) and Michele St George at [michele.stgeorge@asu.edu](mailto:michele.stgeorge@asu.edu) with the information to link to the story.