Website Redesign and Online Resources for Graduate Program Coordinators

April 28, 2014
Graduate Program Coordinator Meeting
Graduate School Admission Requirements

Academic program admission requirements (see below) may be in addition to, or more rigorous than

Gradations

A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 with a minimum cumulative GPA of 3.00. Applicants from an institution must have undergraduate or master's degree. All GPA's are based on a 4.00 scale. We use your institution degrees or program.

Degree Requirements

A bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution must be a degree comparable to a regionally accredited U.S. bachelor's degree.

For specific information on your country refer to this list:

Your school should provide an official translation of your documents; otherwise have a transcript issued to you. People do not submit an evaluation from a credential evaluation service in the language of instruction at the college or university level, and how recent it has been completed.

English Proficiency

Every applicant whose native language is not English, or whose undergraduate instruction was conducted in English, will not be accepted, if it is more than 2 years old from the start of you the requirement. Language of instruction at the college or university level, and how recent it has been completed.

Applicants are exempt if:

- English is the exclusive language of instruction at the undergraduate institution; or
- they have earned a degree from a regionally accredited U.S. college or university not included in the specified language of instruction at the college or university level, and how recent it has been completed.
- they have completed at least two full-time semesters of graded course work, exclusive of the U.S. where English is the exclusive language of instruction, not more than 2 years old from the start of a graduate program.

University of Wisconsin-Madison Graduate School
grad.wisc.edu
Admissions Information

Our Academic Programs
Application Process at a Glance
Cost of Graduate School
Requirements for Admission
International Student Information
Previously Enrolled Graduate Students
Application Fee Grants
Frequently Asked Questions

Need assistance? We can help. Call us.
Sandy Onsrud
Admissions Specialist for applicants with family names starting with the letters A through H: 608-262-4749
sonsrud@grad.wisc.edu

Thank you for your interest in graduate study at the University of Wisconsin-Madison. Graduate admission is a shared process between academic degree programs and the Graduate School. The initial review of your application materials will be done by an admission committee within the academic program to which you apply. The Graduate School sets minimum admission requirements; academic programs may have additional requirements. Once you have researched the graduate program(s) in which you are interested, please apply online. Please note that all supplemental materials, such as...
Audience Driven Approach

- **External** audiences come to grad.wisc.edu with specific needs, expect quick access to information, usually only a few clicks deep.

- **Internal** audiences also have specific needs, but are looking for information that is much more robust:
  - detailed instructions about internal processes, technical documents, templates, online training information, etc.

- At grad.wisc.edu we route internal audiences into the KnowledgeBase (KB), GSAdminKB
Audience Driven Approach

The KB tool was selected for internal users because:

• Posting/editing documents in the KB is easy and immediate
• Built-in notifications remind content owners to keep info updated
• Tree structure makes it easier for multiple internal audiences to identify and drill into the content they need
• Searching allows content owners to define their own keywords, and the search can also check uploaded Word docs and PDFs
• Documents can be edited by multiple users and shared across KBs
• Access to documents and topics can be restricted by netID, Grad School users only, and specific small groups
• Storing documents for internal audiences in the KB keeps the external site clean and simple
<table>
<thead>
<tr>
<th>KB Topic or subtopic</th>
<th>Total for 2014 (Jan-April)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program Resources</td>
<td>11,768</td>
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<tr>
<td>HRPP Policies</td>
<td>9,926</td>
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<td>Graduate Funding</td>
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<td>Fellowships</td>
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<td>Research Funding</td>
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<td>Human Subjects Research Training</td>
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<td>Institutional Nominations and Internal Competitions</td>
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<td>Individual Financial Conflict of Interest (FCOI)</td>
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<td>Admissions</td>
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<td>International Students</td>
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<tr>
<td>Intellectual Property Policies &amp; Procedures</td>
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<td>Types of Agreements</td>
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<td>Graduate Degree Completion</td>
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<td>GWIS Training</td>
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<td>Domestic Students</td>
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<td>Training Grant Resources</td>
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<tr>
<td>Research Policy and Compliance</td>
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<tr>
<td>Policies</td>
<td>2,425</td>
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<td>Helpful Tools and Training</td>
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<tr>
<td>Enrolled Graduate Students</td>
<td>2,302</td>
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How to find the GSAdminKB from grad.wisc.edu:
How to find the GSAdminKB from grad.wisc.edu:
Welcome to GSAdminKB

The Graduate School’s KnowledgeBase (KB), named the GSAdminKB, is the repository of content for internal audiences. Internal audiences include Graduate School central staff, research centers, researchers/principal investigators, committees associated with the Graduate School, and graduate program coordinators across campus.

GSAdminKB topic areas include:

Governance and Committees
For Graduate School committees, Committee on Academic Staff Issues (CASI), Committee on Diversity Issues (CIDI), Equity and Diversity Committee (EAD), Graduate Faculty Executive Committee (GFEC), Graduate School Academic Planning Council (GSAPC). Each committee is responsible for maintaining their own GSAdminKB content. Intended audiences: members of the committees listed above, as well as others who interact with these committees.

Graduate Program Resources
For faculty and staff responsible for graduate student recruitment, admissions, funding, enrollment, satisfactory progress, and degree completion, as well as academic assessment and planning. Also campus data resources, plus training and meetings for graduate program coordinators. Intended audiences: graduate program coordinators, directors of graduate study, department chairs, graduate student recruiters, graduate admissions committees, and fellowship coordinators.

Human Resources and Payroll
In collaboration with UW-Madison leadership, Graduate School Human Resources (GSHR) provides guidance, mentoring and oversight to administration, graduate education and 15 centers within the Graduate School. GSHR develops the workplace through human resources activities including recruitment, classification, compensation, payroll and benefits, employment relations, training and budget coordination.

Project Agreements and Intellectual Property
This topic will provide information and templates about industrial agreements for faculty researchers and departmental administrators. It will include relevant UW policies, an FAQ, events/outreach info, and templates of our standard agreements. It also provides policies and forms applicable to the creation, ownership, and disclosure of intellectual property generated at the UW. Intended audiences: Research faculty, post docs, graduate students, anyone participating in sponsored research, and anyone generating or working with UW intellectual property.

Research Policy and Compliance
The Office of Research Policy (ORP) coordinates and facilitates research policy, compliance, and ethics-related activities in the Graduate School for all UW-Madison researchers. Areas covered in this section include Conflict of Interest, Human Subjects Research, Research Ethics and Training, and Stem Cell Research Oversight. Intended audiences: Faculty researchers, post docs, graduate students, and anyone participating in sponsored research on campus.

Research Funding
The Graduate School provides research funding for faculty through its annual cross-campus Research Committee competition, as well as funding for travel for faculty to domestic and international meetings, named professorships, mid-career awards, and faculty fellowships.

See additional subtopic detail at: [https://kb.wisc.edu/gsadminkb/](https://kb.wisc.edu/gsadminkb/)
How to find the GSAdminKB from grad.wisc.edu:
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http://grad.wisc.edu/gradprogramresources/
http://grad.wisc.edu/?page_id=5633&preview_id=5633
How to find the GSAdminKB from grad.wisc.edu:
How to find the GSAdminKB from grad.wisc.edu:

http://grad.wisc.edu/?s=TOEFL&submit=Search
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Graduate Program Coordinator KB Topic Overview

This document provides a summary of all the information in the KB for Graduate Program Coordinators.

Topics Map > Graduate Program Resources

Graduate Program Resources

- **Admissions** - Information about domestic and international admissions processes, GWIS training, GWIS bulletin board and action reason codes, admissions flowcharts, general information about standardized tests (GRE, TOEFL), and more.

- **Communications and connections** - Includes the various ways that the Graduate School communicates with graduate programs: Graduate Coordinator meeting notes, Co ordinLink newsletter, GradConnections for students, who to call, how to update the Graduate School directory, and more.

- **Data resources and tools** - Covers information about internal and external data resources, such as program profiles, information about InfoAccess and the Query Library, campus data collections, external data collections (CIP, IPEDS, NSF, NRC), and more.

- **Enrolled graduate students** - Provides resources about advising, satisfactory academic progress, program development, program reviews, handbook templates, and more.

- **Graduate degree completion** - Covers dissertation deposit procedures, dissertation status, completion letters, warrante-warrants process, commencement information, important degree deadlines, and more.

https://kb.wisc.edu/gsadminkb/page.php?id=38042
Discussion questions

• Do the entry points/pages to the KB give too much or too little detail?

http://grad.wisc.edu/gradprogramresources/
https://kb.wisc.edu/gsadminkb/page.php?id=38042
Discussion questions

• Does the Graduate Program Resources KB Topic Overview page give too much detail? Keep the option to “see documents” and “get RSS feed”?
• Do you need more written instruction about how to use/search the KB?
• Please give individual content owners feedback:
  – On existing docs
  – Docs that don’t exist but need to
  – Docs that were difficult to locate
Thank you!