

Teresa Bauer-Sogi

Acting Director of Academic Services

Supervisor: Jennifer Richer

Supervisory: HIRING

Responsible for advising students, staff and faculty in 22 PhD, 9 MS, and certificate programs on admissions, matriculation and student progression issues. Collaborate effectively with colleagues in other Schools, Colleges and administrative units (e.g. Registrar, Bursar, Financial Aid, Security Badging Office, Campus Student Services Office and the International Student and Scholar Services) on graduate student issues.

Student Admissions/Matriculation

- Review & approve background checks & security clearance for graduate students.
- Review & monitor provisional admissions.
- Advocate for students with disabilities.
- In collaboration with programs, craft individual “transfer” plans for students moving to our institution with new faculty.
- Respond to applicants, faculty, staff and administrators regarding application and admission procedures.
- Evaluate academic records of incoming degree seeking students, for accuracy, completeness, and compliance with University/Graduate School standards.
- Responsible for the final admissions review and matriculation for all students admitted to the Graduate School and generation of matriculation documents for newly admitted students.
- Monitor completion of incoming student requirements to include reviewing immunization records, processing/clearing background checks and authorizing student ID badges.
- Ensure online orientation information is current.
- Gather and analyze data from various offices regarding completion of I-20s (needed to obtain visas) for incoming International Students.
- Compile data from various sources to monitor student registrations for compliance with Graduate School requirements. Follow-up and reconcile registrations for students that are not in compliance.
- Evaluate and clear admissions deficiencies and place academic and Dean’s administrative holds as needed.
- Liaise between the Disability Resources & Services Office and faculty to implement reasonable accommodations for students.
- Offer practical solutions to meet individual student & faculty needs while also ensuring consistency and equity in our policy and practice.

Student Progress

- Review and approve student progression materials (Application for Candidacy/Degree Audits, Requests to Schedule Exam/Defense).
- Assist students, staff, and faculty with exam/defense and student progression questions and fostering understanding of procedures.
- Review, approve and process with the Registrar’s Office, late registration, program transfer, add/drop, and withdrawal forms for students.
- Ensure compliance of Graduate School policies & procedures regarding registration, time limits for completing exams, and degree completion through data monitoring and timely communications with constituents.

Graduate School Staff – Fall 2022

- Monitor submission of student exam reports/final grades for graduating students and work with program administrators, faculty and/or committee members regarding any outstanding materials and/or grades.
- Perform degree audits and review final dissertations/theses in order to clear students to receive degrees and graduate.
- Generate confirmation of degree completion letters for students.
- Limit formal dismissals by fostering self-reflection and agency in our students.
- Facilitate mutually agreeable transfers between degree-granting programs.
- Collaborate with the Office of Case Management to create tailored leave plans for students.

Administrative

- Oversee and supervise Academic Services Professional position.
- Create clear, concise instructional documents (e.g., Quick Reference Guides for administrators and the Thesis Format Guide for students).
- Provide training to Graduate School staff and Program Administrators as it relates to admissions, matriculation, student progression, and graduation processes, policies and procedures.
- Use discretion, judgement and experience to adjudicate requests for exceptions, extensions and modifications to standard practices
- Analyze data from various databases and files to assess all graduate students' current status for completion of annual head-count report. Ensuring students current status is properly updated.

In addition, I represent the Graduate School and advocate for our constituents' interests on campus wide committees and working groups such as:

- Academic and Student Affairs Leadership (ASAL)
- Registrar's Advisory Committee
- Admissions Working Group Committee