I. Meeting Welcome (Senior Associate Dean Sarah Larsen)

Dean Larsen expressed her appreciation for the fantastic turn out and the work that graduate coordinators do for students, fellow staff, and faculty.

Announcements

- In December 2017 Dean Keller received the Debra W. Stewart award for Outstanding Leadership in Graduate Education, a national honor bestowed by the Council of Graduate Schools (CGS).
- The Graduate College will participate in the Grad SERU (Student Experience in the Research University) survey, which will collect student experience data from all graduate students.

Commencement (Kathy Gerling)

Spring 2018 commencement will be split into two ceremonies, one at 9 a.m. for doctoral students to be held in Hancher Auditorium and the other at 7 p.m. for master's students to be held in Carver Hawkeye Arena.

II. Internal Fellowships Update (Associate Dean Shelly Campo)

Please see attached power point for information on available fellowships and upcoming deadlines.

III. Academic Affairs Office (AAO) FAQ (Anne Sparks)

Orientation (Anne Sparks)

Please see attached power point. In addition to the New Student Welcome for all graduate students (orientation), the Graduate College organized a "pre-orientation" event for underrepresented minority students this year. It was successful.

New Change of Status form (Heidi Arbisi-Kelm)

Please see attached power point. The expanded change of status form can be found on the Grad College website in the admin forms section (HERE). The form is designed in universal workflow. Please contact the Graduate College to suggest changes.

Stamped Transcripts (Kerry Yoder)

Graduate Admissions will no longer send stamped transcripts to departments. Please contact Kerry Yoder for more information.
Degree Audit Update and Next Steps (Betsy Winter and Anne Sparks)

Please see attached power point. The Graduate College now has 20 degree audits live. Thanks to everyone who has worked so hard to make that happen. While progress is slow, there are steps you can take to prepare for degree audit. Please submit degree requirements for your degree programs to the General Catalog for the AY18-19 issue. If you are unfamiliar with the catalog editing platform, Leapfrog, there are two support sessions upcoming: Friday, January 19 from 8-11; 2523 UCC and Tuesday, January 23 from 12-3; 2523 UCC.

IV. Professional Development (Jen Teitle)

Open Doors will be held again in spring 2018. Information on the conference and example offerings can be found here.
Request for Change of Graduate College Status

The University of Iowa Office of Administration - Attn: Graduate Admissions
107 Calvin Hall, Iowa City, IA 52242-1396

This form is for students admitted to a departmental program in the Graduate College who wish to request a change in their classification, educational objective, or major department/program. To request a change in your:

- Classification—submit this form to your department/program for a decision on changing from conditional to regular status;
- Educational Objective—submit this form to your department/program;
- Major Department/Program—submit this form to the department/program to which you wish to change.

*If you’ve been absent from the University for 12 or more months, complete the Application for Readmission.

Name
&
Address

University ID Number

Citizenship: ☐ USA ☐ International

Date ____________________________

Email

Session this Change Is To Be Effective:

☐ fall (August) 20___ ☐ winter (interim) 20___ ☐ spring (January) 20___ ☐ summer (June) 20___

To validate this change, you must register during the session you have indicated.

Classification:

☐ I am requesting that my classification be changed from conditional to regular status.

Educational Objective:

I am requesting that my objective be changed to one of the following:

☐ MA/thesis ☐ MA/nonthesis ☐ MFA ☐ MAT ☐ MSN ☐ DPT ☐ EdS ☐ PhD ☐ MHA ☐ MCS
☐ MS/thesis ☐ MS/nonthesis ☐ MAc ☐ MSW ☐ DNP ☐ DMA ☐ MFH ☐ AuD ☐ Certificate only
What we DO

Change of Status

What we want to DO

- En Passant
- Concurrent
- Combined
- Etc.
Proposed Action

- Student discontinue U2G program
- Student discontinue part or all of a concurrent graduate degree program
- Student add a combined degree (i.e., shared credit)
- Student add a concurrent degree (i.e., no shared credit)
- Student add PhD degree
- Student add a master's POS 'en passant' (on the way to PhD)
- Student replaces one POS with another
- POS correction (e.g., thesis/non-thesis)
- Student add a graduate certificate - for current UI students only
- Student classification should be changed from conditional to regular status
- Add/Remove/Change Learning Center
- Add/Remove/Change Qualifier
Admissions Highlight

- Student add a combined degree (i.e., shared credit)
- Student add a concurrent degree (i.e., no shared credit)
- Student replaces on POS with another
<table>
<thead>
<tr>
<th>Applicant</th>
<th>App Date</th>
<th>UniID</th>
<th>HawkID</th>
<th>Program of Study</th>
<th>Learning Center</th>
<th>Area of Interest</th>
<th>Status</th>
<th>Status Date</th>
<th>New Information Received</th>
<th>Dept Recommendation</th>
<th>Admission Decision</th>
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<tbody>
<tr>
<td>details</td>
<td>12/29/2017</td>
<td>01175650</td>
<td>alhaj</td>
<td>Informatics (Geoinformatics) MS</td>
<td></td>
<td></td>
<td>Received</td>
<td>01/02/2018</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>details</td>
<td>10/13/2017</td>
<td>01296684</td>
<td>mboateng</td>
<td>Informatics (Health Informatics) MS</td>
<td></td>
<td></td>
<td>Received</td>
<td>10/13/2017</td>
<td>11/29/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>details</td>
<td>09/12/2017</td>
<td>00697352</td>
<td>borone</td>
<td>Informatics (Bioinformatics and Computational Biology) PHD (Thesis)</td>
<td></td>
<td></td>
<td>Received</td>
<td>09/13/2017</td>
<td>09/14/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you receive a change of status for one of your students, it’s because we seek your approval for the addition of another program of study. Approve the form after you’ve checked with all necessary individuals.
Proposed Action

- Student discontinue U2G program
- Student discontinue part or all of a concurrent graduate degree program
- Student add a combined degree (i.e., shared credit)
- Student add a concurrent degree (i.e., no shared credit)
- Student add PhD degree
- Student add a master's POS 'en passant' (on the way to PhD)
- Student replaces one POS with another
- POS correction (e.g., thesis/non-thesis)
- Student add a graduate certificate - for current UI students only
- Student classification should be changed from conditional to regular status
- Add/Remove/Change Learning Center
- Add/Remove/Change Qualifier

Questions?
Degree Audit Update and Next Steps

January 2018
Successes!

- All Fall MCS grads live audits
- Pre-validated all the Spring DNPs
- Most MPH Fall grads live audits
- MHA, MHA/JD, and EMHA audits are live (2 Fall grads)
Have you?

Step 1: Confirmed what degree programs do you offer?
Step 2: Considered subprograms?
Step 2a: If yes, do the subprograms exist in MAUI?
Step 3: Is each (sub)program curriculum listed in the General Catalog?

To Do:

Step 1: Submit each (sub)program curriculum to the General Catalog.
Step 1a: Use the Leapfrog Courselist for requirements.
Step 1b: Consult with Grad College and Registrar’s about catalog design issues.
Step 2: Become familiar with the various Plan-of-Study types/definitions.
“plan of study” types

- **Requirements for the Catalog** – Articulating the required courses for any degree administered by your program.

- **Degree Audit** – The audit developer (Tom) will use the requirements in the catalog to set up a degree audit, with changes made to adapt to programming language.

- **Sample Plan** – An example timeline of how a student might complete the requirements for a degree.

- **Academic Plan** – The individualized plan a student creates for their own path to a degree. It would include curricular and extracurricular requirements.
Good Morning!

The 2018-2019 UI General Catalog is open. As we’ve discussed degree audit, we’ve mentioned that the **first preparation step is to create degree requirements in the General Catalog,** if you don’t already have them.

Therefore, **we would appreciate as many programs as possible completing that task during this catalog editing cycle (Nov-Feb).** We will also address this topic at the January coordinator’s meeting, but didn’t want to wait until then to make this request, in case you have some time over winter break to begin working on this effort.
Requirements for the Catalog

• Example: **Library & Information Science**

--A list of required courses for a degree

<table>
<thead>
<tr>
<th>Tier I</th>
</tr>
</thead>
<tbody>
<tr>
<td>All of these:</td>
</tr>
<tr>
<td>SLIS:5010 Cultural Foundations (taken in student’s first semester) 3</td>
</tr>
<tr>
<td>SLIS:5020 Computing Foundations (taken in student’s first semester) 3</td>
</tr>
<tr>
<td>SLIS:5030 Conceptual Foundations                                      3</td>
</tr>
<tr>
<td>One of these:</td>
</tr>
<tr>
<td>SLIS:5041 Contextual Foundations - College and University Libraries   3</td>
</tr>
<tr>
<td>SLIS:5042 Contextual Foundations - Public Libraries                   3</td>
</tr>
<tr>
<td>SLIS:5043 Contextual Foundations - Special Libraries                  3</td>
</tr>
<tr>
<td>SLIS:5044 Contextual Foundations - School Library Media Administration 3</td>
</tr>
</tbody>
</table>
How the degree audit relates to the catalog

• The catalog is the authoritative source, or the “contract” that will be looked to for program requirements.

• Changes that occur over the years are documented.
Using Course List

Click on “Requirements”
Using Course List

Click on “Insert/Edit Database Field”
Catalog Design

Classics, PhD – “Typical” layout

Biomedical Science, PhD – Possible layout for programs with distinct subprograms

Urban & Regional Planning, MS – Case study in expanding design options
‘Joint Degrees’
New Working Definitions

Joint Degree Programs

Concurrent Degree
- Old ‘unofficial’
- No shared credit

Combined Degree
- Old ‘official’
- Articulated and shared credit agreements in place

Umbrella term for degrees pursued simultaneously
“plan of study” types

• **Requirements for the Catalog** – Articulating the required courses for any degree administered by your program.

• **Degree Audit** – The audit developer (Tom) will use the requirements in the catalog to set up a degree audit, with changes made to adapt to programming language.

• **Sample Plan** – An example timeline of how a student might complete the requirements for a degree.

• **Academic Plan** – The individualized plan a student creates for their own path to a degree. It would include curricular and extracurricular requirements.
1) One of the foundation courses has been completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Crse Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP17</td>
<td>CS 5550</td>
<td>3.0</td>
<td>A</td>
<td>Design &amp; Analy of Algorithms</td>
</tr>
</tbody>
</table>

2) One systems course has been completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Crse Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA16</td>
<td>CS 5810</td>
<td>3.0</td>
<td>A-</td>
<td>Formal Mthds in Software Engr</td>
</tr>
</tbody>
</table>

3) The colloquium course has been completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Crse Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA16</td>
<td>CS 6000</td>
<td>1.0</td>
<td>S</td>
<td>March Seminar: Colloq Series</td>
</tr>
<tr>
<td>FA17</td>
<td>CS 6000</td>
<td>1.0</td>
<td>S</td>
<td>March Seminar: Colloq Series</td>
</tr>
</tbody>
</table>

4) At least 6 computer science courses (18SH) courses above CS 4600 have been completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Crse Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA15</td>
<td>CS 4400</td>
<td>3.0</td>
<td>A</td>
<td>Database Systems</td>
</tr>
<tr>
<td>FA15</td>
<td>CS 5621</td>
<td>3.0</td>
<td>A</td>
<td>Knowledge Discovery</td>
</tr>
<tr>
<td>SP16</td>
<td>CS 4580</td>
<td>3.0</td>
<td>A</td>
<td>Topics in Computer Science II</td>
</tr>
<tr>
<td>SP16</td>
<td>CS 5800</td>
<td>3.0</td>
<td>A</td>
<td>Fundamentals of Software Engr</td>
</tr>
<tr>
<td>FA16</td>
<td>CS 5620</td>
<td>3.0</td>
<td>A</td>
<td>Software Eng Language &amp; Tools</td>
</tr>
<tr>
<td>SP17</td>
<td>CS 5830</td>
<td>3.0</td>
<td>A</td>
<td>Software Engineering Project</td>
</tr>
</tbody>
</table>

5) 2 Elective courses (6SH) have been completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Crse Title</th>
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<tbody>
<tr>
<td>SP14</td>
<td>CS 5330</td>
<td>3.0</td>
<td>A</td>
<td>ALGORITHMS</td>
</tr>
<tr>
<td>FA17</td>
<td>CS 4980</td>
<td>3.0</td>
<td>S</td>
<td>Topics in Computer Science II</td>
</tr>
<tr>
<td>FA17</td>
<td>CS 4980</td>
<td>3.0</td>
<td>A-</td>
<td>Topics in Computer Science II</td>
</tr>
</tbody>
</table>
Sample Plan

- Template being created by Becky Keogh in the Registrar’s Office
  - A list of required courses for a degree in a proposed order (fall/spring, year 1/year 2, etc.)
  - Also includes milestone moments and extracurricular activities students should fit in

<table>
<thead>
<tr>
<th></th>
<th>M.A. in Snake Charming</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2018</strong></td>
<td>-- SNK:4000 Intro to Vipers</td>
</tr>
<tr>
<td></td>
<td>-- SNK:4050 Anatomy of Snakes</td>
</tr>
<tr>
<td></td>
<td>-- 20hrs experience in reptile rescue center</td>
</tr>
<tr>
<td><strong>Spring 2019</strong></td>
<td>-- SNK:5000 Treating Snake Bites</td>
</tr>
<tr>
<td></td>
<td>-- SNK:5030 Flute for Snake Charmers</td>
</tr>
<tr>
<td></td>
<td>-- Successful completion of a snake charming recital</td>
</tr>
<tr>
<td><strong>Summer 2019</strong></td>
<td>-- Take comprehensive exam</td>
</tr>
<tr>
<td></td>
<td>-- Field work in area of student’s choice</td>
</tr>
<tr>
<td><strong>Fall 2019</strong></td>
<td>-- Elective 1</td>
</tr>
<tr>
<td></td>
<td>-- Elective 2</td>
</tr>
</tbody>
</table>
Academic Plan

- Created by the student for their individual interests and needs
- May start by using a generic sample plan
- Includes academic and extracurricular requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>SNK:4000 Intro to Vipers</td>
<td>3sh</td>
</tr>
<tr>
<td></td>
<td>SNK:4050 Anatomy of Snakes</td>
<td>3sh</td>
</tr>
<tr>
<td></td>
<td>20hrs experience at Mt. Vernon Reptile Lab</td>
<td>20hrs</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>SNK:5000 Treating Snake Bites</td>
<td>3sh</td>
</tr>
<tr>
<td></td>
<td>SNK:5030 Flute for Snake Charmers</td>
<td>3sh</td>
</tr>
<tr>
<td></td>
<td>“Piccolo for Pythons” recital</td>
<td></td>
</tr>
<tr>
<td>Summer 2019</td>
<td>Comp exam, June 20th</td>
<td>4 wks</td>
</tr>
<tr>
<td></td>
<td>Internship w/ Mojave Rescue Center, Nevada</td>
<td></td>
</tr>
<tr>
<td>Fall 2019</td>
<td>Continue Internship w/ MRC in Nevada</td>
<td>2 wks</td>
</tr>
<tr>
<td></td>
<td>Elective 1: Egyptian History of Snakes</td>
<td>3sh</td>
</tr>
<tr>
<td></td>
<td>Elective 2: Flute Performance</td>
<td>3sh</td>
</tr>
</tbody>
</table>
Graduate Student Orientation & Connecting Communities Event

Wednesday, August 16th, 2017
Overall Program Goals

1. Begin to familiarize new students with the Iowa campus and the resources available to them.

2. Provide space and time for students to make connections with other students, with staff, and with faculty.

3. Set the tone for what it means to be a graduate student at the University of Iowa
Orientation Committee

Anne Sparks
Kim Chickering
Heidi Arbisi-Kelm
Jen Teitle
Joe Cannella
Pre-Orientation Event 2017

Schedule:

• 8:00 – 8:15: Breakfast

• 8:15 – 9:00: Keynote (Dr. Lena Hill)

• 9:00 – 9:45: Student Panel (facilitated by Laurence Chan)
  • Panelists: Dumayi Gutierrez, Barbara Okeke,
  • Diamond Quaye, Frida Teran

• 10:00 – 11:00: Speed-Friending & Light Lunch
Large Group Orientation Event 2017

Schedule:

• 1:00 – 1:20:  Dean’s Welcome
• 1:20 – 2:50:  Community Resources @ Iowa
• 1:30 or 2:10:  Benefits, Billing, and Payroll
• 1:30 or 2:10:  UI Libraries
• 3:00 – 4:40:  Graduate Student Success Mini Sessions
• 5:00 – 5:45:  The Student Voice
• 5:45 – 6:30:  Reception
<table>
<thead>
<tr>
<th>Time</th>
<th>Room</th>
<th>Session</th>
</tr>
</thead>
</table>
| 3:05  | Iowa Theater 1st Floor, Rm. #166 | Communicating with Advisors—Doctoral  
Work effectively with your Ph.D. advisor to complete your degree. |
|       | Nebraska Room 3rd Floor, Rm. #335 | Being Happy, Healthy & Stressed  
Resources for wellness in grad school. |
|       | Northwestern Room 3rd Floor, Rm. #345 | Teaching  
Find teaching resources, info for new TAs, and info about UI grad-level certificate programs. |
|       | Penn State Room 3rd Floor, Rm. #337 | Communicating with Advisors—Master's  
Work effectively with your master's advisor to complete your degree. |
|       | Michigan Room 3rd Floor, Rm. #351 | Benefits, Billing, and Payroll - Q&A  
Representatives available to answer individual questions. |
| 3:40  | Iowa Theater 1st Floor, Rm. #166 | Funding & Fellowships  
Learn to find financial support for research and travel during graduate school. |
|       | Nebraska Room 3rd Floor, Rm. #335 | Being Happy, Healthy & Stressed  
Resources for wellness in grad school. |
|       | Northwestern Room 3rd Floor, Rm. #345 | Bystander Intervention  
Learn to recognize the signs of danger and develop plans to keep each other safe. |
|       | Penn State Room 3rd Floor, Rm. #337 | Communicating with Advisors—Master's  
Work effectively with your master's advisor to complete your degree. |
|       | Michigan Room 3rd Floor, Rm. #351 | Benefits, Billing, and Payroll - Q&A  
Representatives available to answer individual questions. |
| 4:15  | Iowa Theater 1st Floor, Rm. #166 | Funding & Fellowships  
Learn to find financial support for research and travel during graduate school. |
|       | Nebraska Room 3rd Floor, Rm. #335 | Teaching  
Find teaching resources, info for new TAs, and info about UI grad-level certificate programs. |
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Work effectively with your Ph.D. advisor to complete your degree. |
|       | Michigan Room 3rd Floor, Rm. #351 | Benefits, Billing, and Payroll - Q&A  
Representatives available to answer individual questions. |
Info Fair Participants

Entertainment
- Hancher

Health & Wellness
- UI College of Dentistry
- Emma Goldman Clinic
- UI Counseling
- UI Family Services
- Rape Victim Advocacy Program
- Student Health & Wellness

Student Services
- UI Student Insurance
- UE Local 896 COGS
- UI Payroll
- Iowa Memorial Union
- Center for Teaching
- UI Libraries
- Student Legal Services
- ITS Help Desk
- Office of Sustainability

Community Building
- Association of Multicultural Scientists
- Office of Graduate Inclusion
- Big Brothers Big Sisters
- Lutheran Campus Ministry
- InterVarsity
- Geneva Campus Ministry
- Grad & Professional Student Government
- Graduate Women in Science
- International Women’s Club
- WISE
- Military & Veteran Student Services
Orientation Numbers

• 750 students RSVP’d to Orientation
  • ~650 attended
• 143 students invited to Pre-Orientation
  • 44 RSVP’d
  • 30 attended
• 43 Administrators & Faculty RSVP’d to the reception
• 30 campus and community partners at info fair

I can’t seem to make this work—but a pie within a pie would work for the pre-O stats
Did Orientation Meet Your Expectations?

- yes
- somewhat
- no
Would you recommend this event?

- [ ] No
- [x] Yes
How Valuable was Creating Community?

- 1 not valuable
- 18 somewhat valuable
- 35 moderately valuable
- 31 very valuable
Who attends Orientation?
Internal Fellowships

Shelly Campo
Interim Associate Dean
January 4, 2018
## Spring Deadlines: Rolling and February

<table>
<thead>
<tr>
<th>Graduate Fellowships</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Anne Cleary</td>
<td>Rolling</td>
</tr>
<tr>
<td>Kenneth Key Scholarship</td>
<td>Rolling</td>
</tr>
<tr>
<td>Digital Studio Summer</td>
<td>February 15, 2018</td>
</tr>
<tr>
<td>URM Pre-Comp Summer</td>
<td>February 15, 2018</td>
</tr>
</tbody>
</table>
## Spring Deadlines: March

<table>
<thead>
<tr>
<th>Graduate Fellowships</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>ACT Fellowships</td>
<td>March 1, 2018</td>
</tr>
<tr>
<td>Post-Comp Fellowship</td>
<td>March 1, 2018</td>
</tr>
<tr>
<td>Ballard and Seashore Dissertation Fellowship</td>
<td>March 1, 2018</td>
</tr>
<tr>
<td>Summer Fellowships</td>
<td>March 9, 2018</td>
</tr>
<tr>
<td>Recruitment/URM Recruitment</td>
<td>March 15, 2018</td>
</tr>
<tr>
<td>LuLu Merle Johnson Recruitment</td>
<td>March 15, 2018</td>
</tr>
<tr>
<td>Iowa Arts</td>
<td>March 30, 2018</td>
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<tr>
<td>Iowa Performance</td>
<td>March 30, 2018</td>
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[The University of Iowa - Graduate College]
## Spring Deadlines: April

<table>
<thead>
<tr>
<th>Graduate Fellowships</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>URM Master’s Thesis Completion</td>
<td>April 1, 2018</td>
</tr>
<tr>
<td>Winifred Scott Scholarship</td>
<td>April 5, 2018</td>
</tr>
<tr>
<td>Diversity Tuition Scholarship</td>
<td>April 15, 2018</td>
</tr>
</tbody>
</table>
New Recruitment Fellowship

LULU MERLE JOHNSON: A PIONEER IN HIGHER EDUCATION

In 1941, Johnson received a Ph.D. in American history from the University of Iowa, becoming the first African American woman in the state of Iowa to earn a doctorate.
LuLu Merle Johnson Fellowship

• Open now for PhD students starting Fall 2018
• First academic-year, non-service fellowship
• Four summer non-service fellowships
• Eligibility to be nominated for post-comp fellowships (post-comp, Ballard and Seashore, T. Anne Cleary)
• 5 years of commitment (4 from department/program)
• Approximately 15
LuLu Merle Johnson Fellowship

• Additional Requirements for Nominations
  • Annual Individual Development Plans with Annual Reviews
  • At least 2 letters from faculty willing to mentor students (one can be from another unit and at last one needs to be tenured)
LuLu Merle Johnson Fellowship

• Additional Requirements for Nominations
  • At least one faculty mentor must have 1 or more of the following credentials:
    • A record of successfully completing URM doctoral students
    • Completion or commitment to complete NRMN training
    • Completion or commitment to complete UI BUILD Certificate
    • Completion of another type of formal program demonstrating commitment to diversity