GENERAL INFORMATION FOR GRADUATE STUDENTS
OFFICE OF GRADUATE STUDIES
ACADEMIC YEAR 2012-13

Welcome to the 2012-13 academic year at UW Oshkosh! Whether you are beginning your graduate degree and/or certificate program or you are a seasoned and experienced graduate student, we would like to offer our support. The Graduate Studies Office staff are here to assist all students completing a graduate program, and we are willing to help guide you along your journey.

Mailing Address: University of Wisconsin Oshkosh
Office of Graduate Studies
800 Algoma Blvd.
Oshkosh, WI 54901
Hours: 7:45am – 4:30pm

General Contact Information:
Office: Dempsey Hall 337
Email: gradschool@uwosh.edu
Phone: (920) 424-1223
Fax: (920) 424-0247
Website: http://www.uwosh.edu/gradstudies

OFFICE OF GRADUATE STUDIES STAFF MEMBERS AND RESPONSIBILITIES:

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• General questions and inquiries
• Manual registration
• New applications
• Walk-in service

• Admission to Candidacy
• Degree conferral posting
• Graduation audits
• Fee deposit auditing

• Advanced Opportunity Program
• Graduate Assistantships
• Graduate Council
• Thesis/Clinical Paper/Field Project Formatting

• Graduate Council
• Oversees all admissions, records, and operation processes

• Graduate Council
• Implementation of the Graduate Education Strategic Plan
## Graduate Studies Responsibilities and Deadlines

Please remember to view the Graduate Studies Office online calendar for upcoming deadlines [http://www.uwosh.edu/gradstudies/calendar](http://www.uwosh.edu/gradstudies/calendar)

<table>
<thead>
<tr>
<th>What’s Due:</th>
<th>When:</th>
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<tr>
<td><strong>Admission to Candidacy</strong> <a href="http://www.uwosh.edu/gradstudies/resources/forms/all-applicants/admission-to-candidacy">http://www.uwosh.edu/gradstudies/resources/forms/all-applicants/admission-to-candidacy</a> <strong>Questions? Please contact:</strong> Connie Schuster (<a href="mailto:schustec@uwosh.edu">schustec@uwosh.edu</a>)</td>
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<td>Admission to Candidacy is the point in time while completing a graduate program that a student finalizes his or her agreed upon plan of study with the program and the Office of Graduate Studies. The form lists all of the coursework a student has taken or will take to complete his or her degree (similar to an undergraduate STAR Report). All candidacies require program signatures before they are submitted to the Office of Graduate Studies.</td>
<td></td>
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</table>
| **Research Proposal Form** [http://www.uwosh.edu/gradstudies/current-students/manuscript-processing](http://www.uwosh.edu/gradstudies/current-students/manuscript-processing) **Questions? Please contact:** Greg Wypiszynski ([wypiszyn@uwosh.edu](mailto:wypiszyn@uwosh.edu)) | Due to the Graduate Studies Office (with all committee, advisor and/or GPC signatures) by mid-semester one term before the term of graduation.  
- Required before Thesis Formatting can begin.  
- Specific thesis formatting information will be emailed to students after the Graduate Studies Office receives this approved form. |
| **Manuscript Formatting** [http://www.uwosh.edu/gradstudies/current-students/manuscript-formatting](http://www.uwosh.edu/gradstudies/current-students/manuscript-formatting) **Questions? Please contact:** Marci Hoffman ([hoffmannm@uwosh.edu](mailto:hoffmannm@uwosh.edu)) | Due 3 weeks prior to the last day of the 14-week or 8-week terms.  
Specific deadlines:  
- Fall 2012 graduates: November 23, 2012  
- Spring 2013 graduates: April 19, 2013  
- Summer 2013 graduates: July 12, 2013 |
| **Manuscript Binding/Library Circulation** [http://www.uwosh.edu/gradstudies/current-students/manuscript-formatting](http://www.uwosh.edu/gradstudies/current-students/manuscript-formatting) **Questions? Please contact:** Marci Hoffman ([hoffmannm@uwosh.edu](mailto:hoffmannm@uwosh.edu)) | Due the last day of the 14-week or 8-week (summer) terms.  
Specific deadlines:  
- Fall 2012 graduates: December 14, 2012  
- Spring 2013 graduates: May 10, 2013  
- Summer 2013 graduates: August 2, 2013 |
| **Application for Graduation** [http://www.uwosh.edu/gradstudies/resources/forms/application-to-graduation](http://www.uwosh.edu/gradstudies/resources/forms/application-to-graduation) **Questions? Please contact:** Connie Schuster ([schustec@uwosh.edu](mailto:schustec@uwosh.edu)) or Marci Hoffman ([hoffmannm@uwosh.edu](mailto:hoffmannm@uwosh.edu)) | Due by the end of the 4th week of the intended Fall or Spring semester of graduation; or by the end of the 1st week for the intended Summer graduation.  
Specific deadlines:  
- Fall 2012 graduates: October 5, 2012  
- Spring 2013 graduates: March 1, 2013  
- Summer 2013 graduates: July 5, 2013 |
**Graduate Studies Financing Options**

Additional scholarship and grant opportunities are available on the Graduate Studies website: [http://www.uwosh.edu/gradstudies/financial-aid](http://www.uwosh.edu/gradstudies/financial-aid). Graduate programs may also have financing options available. Please contact your Graduate Program Coordinator for more information.

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<tr>
<th>What’s Available through Graduate Studies:</th>
<th>General Overview:</th>
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<td><strong>Advanced Opportunity Program (AOP)</strong> <a href="http://www.uwosh.edu/gradstudies/financial-aid/grants/advanced-opportunity-program">http://www.uwosh.edu/gradstudies/financial-aid/grants/advanced-opportunity-program</a> Questions? Please contact: Marci Hoffman (<a href="mailto:hoffinanm@uwosh.edu">hoffinanm@uwosh.edu</a>)</td>
<td>AOP provides tuition assistance to graduate students of color and non-minority disadvantaged graduate students. AOP is funded by the state of Wisconsin and is intended to allow graduate students to focus their attention on their studies and to complete their degree programs in a timely fashion. All awards have been claimed for the 2012-13 academic year. To be considered for the AOP during the 2013-14 academic year, students must submit their FAFSA application by March 15, 2013.</td>
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<td><strong>Graduate Assistantships</strong> <a href="http://www.uwosh.edu/gradstudies/financial-aid/graduate-assistantships">http://www.uwosh.edu/gradstudies/financial-aid/graduate-assistantships</a> Questions? Please contact: Marci Hoffman (<a href="mailto:hoffinanm@uwosh.edu">hoffinanm@uwosh.edu</a>)</td>
<td>Work-based financial aid awards, UW Oshkosh’s graduate assistantships provide graduate students the opportunity to work in their academic field or in a closely related area. Important dates: • January 15, 2013: deadline to apply for 2012-13 positions • February 1, 2013: begin accepting applications for the 2013-14 academic year</td>
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<td><strong>Graduate Studies Travel Fund (GSTF)</strong> <a href="http://www.uwosh.edu/gradstudies/financial-aid/travel-fund/graduate-studies-travel-fund">http://www.uwosh.edu/gradstudies/financial-aid/travel-fund/graduate-studies-travel-fund</a> Questions? Please contact: Marci Hoffman (<a href="mailto:hoffinanm@uwosh.edu">hoffinanm@uwosh.edu</a>)</td>
<td>The GSTF promotes the scholarly work of graduate students by defraying all or part of the costs of travel for graduate students to present their research at professional meetings and conferences. Deadlines: • November 1, 2012: deadline for travel between July 1 and December 31, 2012 • March 15, 2013: deadline for travel between January 1 and June 30, 2013</td>
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