

## Important Dates

December 2

- Fall grades due by 5pm

December 4

- Virtual commencement ceremony

December 23

- Deadline to change Fall 2020 grading basis to enhanced S/U

January 18

- No registration required ETD review deadline

January 19

- First day of spring classes

## Admissions

- ETS has announced that the at home *TOEFL iBT*<sup>®</sup> test and *GRE*<sup>®</sup> General Test, that were created in response to the shutdown of testing sites as a result of COVID-19, are here to stay and will become a continuing part of each brand's product portfolios. The TOEFL iBT Special Home Edition will also get an updated name: TOEFL iBT Home Edition. At home testing appointments are currently available around the clock for both tests through the end of January, and future appointments will be available soon.
- If you have Spring 2021 applications that have no decision posted, you should either deny them, or contact [graduate\\_applications@ncsu.edu](mailto:graduate_applications@ncsu.edu) to request that they be moved to a future term for consideration later. If you are still considering domestic applicants for Spring admission, you should enter your DGP recommendation no later than December 14th to ensure that applicants have time to submit additional materials before the start of the term on January 19th.

## Total Estimated Financial Requirement for 2021/2022 - for international admits

The total estimated financial requirement for *international overseas* graduate students to receive an I-20 for F-1 visa status for study in the 2021-22 academic year is **\$49,152\***. This includes the estimated increases for out-of-state tuition and living expenses.

This year's **minimum monthly stipend to meet the living expense requirement is \$2,085** (rounded up to the nearest whole dollar) for all programs. Once a student has been recommended to your program and their award letter has been drafted, please send a copy via email to Denise Wesselow at [dewessel@ncsu.edu](mailto:dewessel@ncsu.edu) for international clearance so that the I-20 can be issued.

The Certificate of Financial Responsibility (CFR) Calculator can be used for assistance in determining the minimum stipend necessary to meet this requirement. The CFR Calculator can be found [here](#).

\* Programs charging premium tuition will have higher estimated financial requirements due to their tuition costs.

## Course Drop Policy Change

Effective spring 2021, any courses dropped after census date will result in a W grade on the transcript. [REG 02.20.02 – Adding and Dropping Courses](#) now states:

*3.3.1. Undergraduate and **graduate** student course drops after census date are considered to be course withdrawals and will result in a W grade on the transcript.*

Please relay this information to students. There has been a practice in some departments to encourage students to over-enroll with the intention of dropping a course after census. This type of practice will now result in a W on the students transcript.

**Graduate Student Support Plan (GSSP) - please see the attachment for important dates related to the GSSP.**

**Salary Distribution Changes:** If a student's appointment has had a salary distribution change after Census, the graduate school must be notified in order to adjust funding to correct accounts (this is not automatic). Notify [Dare Cook](#) if there are any outstanding adjustments to tuition or health insurance charges for Fall 2020. Please proactively notify us of these changes for Spring 2021 as soon as possible. Please be sure to include the student's name, ID, old account (or old distribution), new account (or new distribution) and effective date (for proration calculations).

**Spring 2021 GSSP Benefits:** Graduate Support (system in MyPack Portal that manages the GSSP) will not create or apply any GSSP benefits (tuition or health insurance) to student accounts until [all GSSP eligibility requirements](#) are actively met in MyPack Portal. Once all GSSP eligibility requirements are met, Graduate Support should apply applicable benefits automatically. Please review your GSSP supported students to ensure that they are enrolled full time, are within allowed semesters, and have an active appointment for Spring 2021.

If students need to be reappointed for Spring 2021, please have these entered and approved in the system as early as possible. Also make use of the [Enrollment Quick Queries](#) above to ensure students are [enrolled full-time](#).

**RA-TA Health Insurance Plan:** Please make sure your students are aware of when their RA-TA Plan health insurance ends. If they are graduating or if they will be ineligible for the Graduate Student Support Plan at the end of Fall semester (12/31/2020 - last full day of coverage). We will begin compiling the initial January 2021 eligibility list to report to BCBSNC before the University closes for Winter Break.

#### **Graduate Assistantships - NextGen**

- **REMINDER:** The 60-day window on NextGen Appointments for Spring 2021 beginning on January 1 **started on Monday, November 2nd.**
- Make sure that all modifications and early separations on appointments ending on December 31 are **APPROVED** by the auto term date of **December 9th.**
- To avoid having to rush rehire actions after the fall appointment auto terms on December 9th, you can enter a modification to extend the end date of the current appointment. You can also modify other job details while extending the end date. If the salary distribution is also changing, this should be entered within the Distribution Setup after the action is approved (distribution changes can not be made through modifications). Modifications to extend the date must be completed **BEFORE** December 9th's auto-term date.
- Any modifications not approved by the appointment's auto-term must be deleted and re-entered as a new grad appointment. Make sure to track HR and payroll dates to keep your hiring process moving along smoothly.

#### **\*\*IMPORTANT\*\* I-9 Process for Graduate Assistantships with Break in Service**

Anytime there is a break in service of more than one day, a new I-9 or a rehire Section 3 must be completed. I-9 rules apply to all NC State employees. For an I-9 to qualify for rehire Section 3, it must meet certain criteria:

- The rehire date must be within 3 years of the previous completed I-9 form
- Documents used in Section 2 from list A and list C must be unexpired
- The E-verify result must be employment authorized on the previous I-9 form

If you need help with figuring out who is eligible for Section 3 and who is not, please contact International Employment <[i9questions@ncsu.edu](mailto:i9questions@ncsu.edu)> for assistance. Hiring units are encouraged to work with employees who need new I-9s and guide them to visit the [I-9 Center](#) or the [Onboarding Center](#) to complete the I-9 form.

#### **Update - Payroll Deduction for Student Fees (Spring 2021)**

The payroll deduction option for student fees to qualifying students will be available in Spring 2021. Details are still being finalized and a separate announcement will be issued in the forthcoming days. Thanks for your patience and understanding.

### **Fellowships**

- All new Spring fellowships requests for January disbursements must be received by the Graduate School <[grad-fellowships@ncsu.edu](mailto:grad-fellowships@ncsu.edu)> no later than January 14th.
- To ensure no lapse in GSSP insurance on primary awards (i.e. \$3,000 or more each semester), please submit new requests by the first full week of December.

### **Professional Development Workshops Registration Open**

Starting in January, the Professional Development Team will offer virtual, synchronous workshops and workshop development series on a variety of teaching, writing, and career exploration topics. Encourage your advisees to sign up via our [workshops page](#).

### **Online Writing Groups**

Graduate and postdoc trainees can make progress on their writing project and join a virtual writing group via Gradpack Slack workspace. Prospective group members [sign up here](#). Those interested in applying for a group leader position can [sign up here](#). All new team leaders and members will receive Slack space invites by late January. Questions? Contact [Dr. Katie Homar](#).

### **Ahead of the Pack**

The Ahead of the Pack development series supports first-year graduate students in their adjustment to graduate school, and it begins on Jan. 29 continuing through April 9. This series is focused on providing sustained support, practice, and feedback on key aspects of graduate school and sets students on a path for success. Weekly sessions will cover strategies for wellness, time management, communication, writing, and career management. Encourage your first-year graduate students to [register now](#) and take advantage of the support extended to them in the early stages of the academic journey!