Policy: 05-11-00

Office of Graduate Studies & Research

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: 05-11-00
EFFECTIVE DATE: 9/11/07

Policy

The Office of Graduate Studies and Research oversees all aspects of graduate education at Dakota State University including the development, administration, termination, and assessment of graduate programs, the admission and guidance of graduate students, the granting of graduate degrees, and the implementation of graduate policies.

Specific responsibilities include:

- Assist the Graduate Council in the development of academic policies and procedures related to graduate study and degree programs;

- Provide faculty and graduate students with information, assistance and support services related to curriculum and academic policies;

- Collaborate with graduate programs committees and graduate program coordinators to ensure consistent program development and logical course scheduling;

- Facilitate curriculum change procedures;

- Review and evaluate application packages for completeness and compliance with admission and application requirements; coordinate program committee activities to facilitate application review and admission decisions; and notify students of admission status;

- Manage graduate assistantships;
• Monitor graduate students for satisfactory progression, compliance with graduate degree requirements;

• Certify graduate students' eligibility for candidacy and graduation;

• Serve as an advocate for graduate programs and graduate students; and

• Work with graduate program committees to identify marketing venues and to assist with plans to promote and advertise the individual graduate programs.