



Graduate Program Policies and Procedures # 380.0452

INITIAL EFFECTIVE DATE: February 2012	LAST REVISION DATE: March 28, 2023	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT University Graduate School
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POLICY STATEMENT

All graduate programs must conform to University Policies, including those for admission, degree requirements and program governance.

Every academic graduate program must maintain and make available a manual that gives details of its policies and procedures and that, at a minimum, addresses the following issues: admission criteria and procedures, advisement policies, program requirements, graduation requirements and criteria for awarding financial assistance.

Admission

Each academic unit or department offering graduate degrees will maintain written policies and procedures governing admissions to its programs. These will include policies and procedures for accepting or denying admission and other information relevant to the admission process. The recommendations for admission to a doctoral program must be made by a committee consisting of a minimum of 3 graduate faculty members. The recommendations for admission to a masters, specialist or certificate program may be made by a committee or by the graduate program director or chairperson. The application deadline for each program shall be part of the published policies and procedures governing that program.

Advising

Each graduate program is expected to provide an effective system of academic advisement at all stages of the graduate student’s academic career, and this must be explained in its graduate policies and procedures manual. While each degree program may differ in the specifics of the advisement procedure, each one must have mechanisms for initial advisement and appointment of appropriate committees.

Monitoring and Evaluation

Each graduate program must have procedures established to ensure that students in the program maintain satisfactory academic progress toward completion of degree requirements. Graduate students must be informed of these procedures at the time they are admitted. At the request of the Dean of the University Graduate School, the program director will provide



documentation that student progress is being monitored and that the rates of attrition and time to degree are within acceptable limits.

Financial Assistance

Programs must comply with University regulations on the awarding of University supported graduate assistantships and/or financial aid to graduate students. Graduate programs must develop and publish policies and procedures regarding the award of financial assistance through the program and/or department.

SCOPE

Faculty, graduate students, and University Graduate School administration.

REASON FOR POLICY

This policy sets forth the requirement that all graduate programs provide details of their policies and procedures that address: admission criteria and procedures, advisement policies, program and graduation requirements and criteria for awarding financial assistance.

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: Originally 1.1 INTRODUCTION; 2.2 ADMISSION PROCESS; 4.2.8 SATISFACTORY ACADEMIC PROGRESS; 5.1 GRADUATE STUDENT ADVISEMENT; and 9.1 AWARD CRITERIA from Graduate Policies and Procedures Manual

Review Dates (*review performed, no updates*): January 31, 2024

Revision Dates (*updates made to document*): March 28, 2023