



Introduction to Graduate School Operations

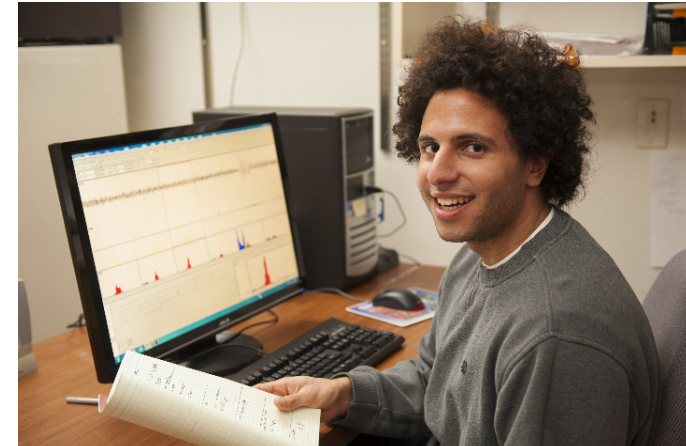
Graduate School Mission Statement

- Service: Serve Students, Faculty, Academic Programs, Colleges, and the Institution
- Oversight: Standards of Graduate Education, Program and Institutional Review and Assessment, Administrative Support for Graduate Education
- Advocacy: For Research, Graduate Education, Diversity, Integrity on Campus, Nationally and Globally



Graduate Programs at WSU

- 67 Master's Programs
- 43 Doctoral Programs
- 23 Certificate Programs
- 4200 Graduate Students across WSU statewide
- Note: 3 Professional Programs (not under GS)



Graduate School has 3 Overlapping Operational Areas

- 1) Graduate Student Services
- 2) Academic Affairs
- 3) Administrative Services



Graduate Student Services

(largest area with regard to staff FTE)

- **Admissions** (Applications, test scores, transcripts, recommendations, admission certificates, admission records, Sevis officer—international transcripts, visa requirements, I-20 forms)
- **Registrar Operations** (Enrollment petitions & grade change exceptions; registrations and cancellations; transfer credit; UI Coop processing; residency; application for graduation; degree audits and graduation clearance; diploma preparation, printing and mailing; student records)



Graduate Student Services

(largest area with regard to staff FTE)

- Student programs (programs of study, committees, course work, research credits, examination scheduling and balloting, change of programs, advising)
- Recruitment (McNair, NSF-AGEP, National name exchanges-GRE, GEMs, RADS, Graduate Fairs, campus visits, fact sheets)



ACADEMIC AFFAIRS

- New/changing degree programs, change locations, NWCCU
- Faculty senate, graduate studies committee
- Degree programs (program bylaws, graduate faculty lists, graduate catalog)
- Program review (degree review, student assessment, institutional accreditation)



ADMINISTRATIVE SERVICES

- Strategic planning
- Operating budgets, HRS
- Communications, IT
- International agreements (dual degrees, CSP. Etc.)
- Graduate assistantships/fellowships (appointments, waivers, health and wellness, sponsored projects, student accounts, payroll, etc.)
- Interdisciplinary programs (MPS, IIDP, MSE)
- Student grievances/appeals
- Development (fellowships, scholarships)



Working with Your Graduate Students

- Set clear expectations
- Find preferred ways of working and communicating
- Intellectual property and publication
- Be aware of Graduate School policies and deadlines and program policies and bylaws
- Contact us if you have any questions or **concerns!**



Graduate Program Administration

- All graduate programs should have bylaws
- Bylaws are developed and approved by the program faculty and state how the program is administered and who can serve as graduate faculty in the program
- Program-approved bylaws are submitted to the Graduate School for review, and approved through the Faculty Senate process
- Bylaws provide guidance in the approval of student committees

Graduate Assistantships

- Appointments are processed through the Graduate School
- Graduate students are required to work an average of 20 hours/week while on appointment
- Tuition waivers for GAs are provided by the Graduate School
- Domestic students must establish state residency in the first year of their assistantship (non-resident waiver provided only in year 1)
- Medical and dental health benefits are provided by WSU
- Faculty should work with their departmental staff to process paperwork for assistantships

Graduate Student Scholarships and Fellowships

- 7 new scholarships this year, 38 New Awardees nominated by Colleges
- ARCS Foundation Fellowships (National Organization, STEM, 12 new 39 active fellows, top off awards for recruitment)
- RADS Assistantships (20 RA/year, matching, URM, 1st Gen)
- NSF Fellows, proposal training program (doubled number of fellows last year)- workshop this fall



Focus on Direct Graduate Student Opportunities, Give priority to leveraging training grants, fellowships, scholarships, graduate student internships

Leveraging Grant Proposals with Graduate Student Support

Requires a college/unit partnership

Emphasize recruitment and retention of top students and URM given WSU the new WSU Strategic Plan



Reinvigorating the Individual Interdisciplinary Doctor Program

- New donor funding for this program for both students and participating faculty
- Not a substitute for existing PhD programs, or non-existing PhD programs, or for poor performing students
- Interdisciplinary set-curricular programs vs. Individual Interdisciplinary programs
- WSU's IIDP is among the oldest in the Nation (85% academic placement)
- External and internal recruitment using participating faculty disciplinary cohorts



Thank You and Welcome to WSU! Questions?

