

DGS Checklist for Effective Graduate Handbooks  
The Graduate School 9/1/2019

Minimum Content:

- Introduction/Welcome
- Index
- Updated Contact information for DGS (email + phone)
- List of support staff for graduate students (Advisors, GAPA, etc.) and their assigned roles, contact information
- Graduate Student Advisory Committee (current GSAC members, contact information)
- Important Deadlines/Links to Deadlines (Dept, College, University)
- Program requirements
  - List of programs
  - Admission requirements & procedures
  - International Students (ITAP, Visa)
  - Program coursework- Helpful to have a typical timetable for each program
  - Mandatory exams (content, dates, number of tries, appeals, accommodations, etc.)
  - Supervisory committee formation
    - Chair
    - Selection
    - Required meetings
  - Thesis/publication expectations (link to Graduate School)
  - Language requirements (if any)
  - Leave of Absence/Family Medical Leave policies
  - Minimum GPA (may be higher than Graduate School)
  - Transfer Credits (if different from University Policies)
  - Time limit to degree
  - Orderly Dismissal from Research Group, Program
- Financial support (if these are the same as Graduate School policies, you may want to link directly to or copy the Graduate School Policies)
  - TA responsibilities/policies (including ITAP training)
  - RA responsibilities/policies
  - GA/GF policies
  - Tuition Waivers
  - Subsidized Health Insurance
  - Residency
- Student/Faculty Code
  - Informal Dispute resolution
  - Formal dispute resolution
- Important Forms/Links to Forms

## Extra Content (Bonus for the Student)

- Research Policies and Training
  - Dept/College Research Policies
  - RATS courses
  - IRB
- Access to Common Dept/University resources
  - Keys, mailboxes, copy machines, printers, etc.
  - Departmental facilities, research centers, etc
  - Email contact and list servers/names
  - UID
  - TRAX Pass
  - Wireless connections
  - Paychecks
- Student Awards/Fellowships/Travel
  - Departmental specific Opportunities
  - College/University Fellowship Opportunities
  - External Fellowship/Award Opportunities
  - Student Travel assistance (Dept, College, Graduate School)
- Student resources/Support groups
  - Departmental/College Specific
  - Writing center
  - Student Health
  - University Counseling Center
  - Dean of Students
  - Graduate School/Dean
  - Women's center
  - International Student Services
- Departmental Listings
  - Faculty
  - Research Groups/Specialties
  - Staff
  - Graduate Courses