

DOGS Checklist for Effective Graduate Handbooks
The Graduate School 4.11.2019

Minimum Content:

- Introduction/Welcome
- Index
- Updated Contact information for DOGS (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
 - Student Safety
 - 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