

1.4 Directors of Graduate Programs

Appointment Process

Each department offering graduate study is required to appoint a [Director of Graduate Programs](#) (DGP) from among its Graduate Faculty. The Department Head, or Dean in the case of interdisciplinary programs, submits this designation in writing to the Graduate Dean.

Responsibilities

1. Handles all correspondence between the graduate program and the Graduate School and between the Graduate School and the program;
2. Initiates program-related proposals to the Administrative Board of the Graduate School (Admin Board), either informally through contact with Graduate Deans or formally through written proposals to be considered at Admin Board meetings; seeks approval of College Graduate Studies Committee and College Associate Dean for Academic Affairs prior to submitting to Admin Board;
3. Recruits graduate students;
4. Conducts orientation of new graduate students;
5. Advises students requesting admission to the graduate program;
6. Recommends admission or denial of graduate applicants;
7. Appoints graduate students to assistantships and fellowships;
8. Conducts the daily administration of departmental graduate programs;
9. Serves as temporary advisor to new graduate students, providing them information and advice including but not limited to course selection and scheduling, faculty interests, procedural matters, and University resources;
10. Monitors graduate students' progress and graduation credits;
11. Advises students on various aspects of program progress and completion as needed;
12. Assists new students in selecting a major advisor;
13. Approves students' Graduate Plans of Work after approval by the student's Graduate Committee; submits plans to the Graduate School;
14. Submits requests for scheduling preliminary and final oral examinations and graduation checkouts;
15. Transmits information from the Graduate School to students;
16. Assists the Graduate School in developing fellowship proposals, including recruitment of graduate faculty to draft proposals and participate in proposed fellowship project;
17. Nominates eligible students for individual fellowships and transmits their applications to the Graduate School;
18. Supports the Graduate School in managing fellowship awards to the program's graduate students.
19. Assists the Graduate School in conducting the 8-year (or shorter as required by accrediting bodies) review of the graduate program, by initiating the self-study process upon notification by Graduate Dean;
20. Communicates with the Office of International Services (OIS) and serves as a critical academic authority for matters that may affect students' visa status.