

Calendar for Graduate Studies Committee Chairs

Autumn Term

November 2016

Graduate Associate Teaching Award nominations

Nominate and encourage others to nominate outstanding graduate teaching associates for the Graduate School's Graduate Associate Teaching Award (GATA), the university's highest award for outstanding teaching by GAs.

Deadlines

Remind faculty and students that all master's and doctoral exams must be completed and exam report forms turned in to the Graduate School no later than November 23 for students graduating autumn term.

Difficult student situations

Follow up with faculty advisors regarding students in academic jeopardy.

December 2016

Graduate School Fellowship Activities

Attend the Graduate School Fellowship Workshop.

Begin to nominate students for the 2017 fellowship competition. GSC chairs must submit a justification letter for each nominee.

Registration Requirements and Deadlines

Remind faculty and students that approved thesis and dissertation documents must be submitted and accepted by December 2.

Work with your grad coordinator to remind students of minimum registration requirements for spring term (8 hours for students on a GA appointment, 3 hours for post-candidacy students, 12 hours for fellows and students receiving a Grad School fee authorization) and that the initial fee due date is January 2.

Difficult Student Situations

Review academic status of students on academic warning or probation. Respond to Graduate School requests for input regarding individual students.



December 2016
CONTINUED

Graduate Associate Appointments

Ensure that graduate associate appointments are in order for spring semester 2017, including the completion of any new or updated GA Appointment Forms.

Enjoy a well-deserved break.

Spring Semester

January 2017

Enrollment Requirements and Deadlines

Ensure that all active students are appropriately enrolled for spring semester, particularly those on GA or fellowship appointments or who are receiving a Grad School fee authorization.

Remind faculty and students that the end-of-semester deadline is January 6.

Remind students that applications to graduate spring semester are due January 27.

Difficult Student Situations

Review the academic plans of those students who have been placed on academic probation or warning.

Orientation

If your program admits students for the spring semester, host an orientation program and welcome students to the university.

February 2017

Graduate School Fellowship Competition

Work with your faculty to assure that outstanding applicants have been nominated for the fellowship competition.

Remind faculty that the spring Presidential Fellowship competition deadline is March 31. GSC chairs must submit a justification letter for each student nominated.

Communications

Be in touch with newly admitted students.

Graduate School Meetings for GSCCs

Attend the Grad Studies Chairs meeting.

Graduate Student Data

Update placement information on your recent graduates in the Graduate Portal.



March 2017

AGGRS Grants

Remind students of the Alumni Grants for Graduate Research and Scholarship (AGGRS) competition. AGGRS provides up to \$2000 for dissertation research support to doctoral candidates without any other research support from their department or advisor. Spring semester deadline in March.

April 2017

Recruitment

Organize events for newly admitted students to visit campus.

Difficult Student Situations

Follow up with students who are in academic jeopardy.

Pay attention to student behavioral issues. Remember there are lots of campus resources available to assist you.

Recruitment

Remember that all applicants to whom you've extended an offer of admission have until April 15 to inform you of their decision.

Deadlines

Remind faculty and students that all master's and doctoral exams must be completed and exam report forms submitted to the Graduate School no later than April 14 for students graduating spring term and that approved thesis and dissertation documents must be submitted and accepted by April 21.

Graduate School Meetings for GSCCs

Attend the Graduate School spring semester meeting.

Graduate Student Progress

Work with your faculty to complete an annual review of each graduate student's academic progress and provide written feedback to every student.

Graduate Associates

Review all graduate associate appointments from the past year and determine who will be reappointed. Provide feedback to each GA. Inform those who will not be reappointed in a timely manner so that they may find alternate funding sources.

Graduate School Fellows—Dissertation Year

Send requests to activate the dissertation year of a student's fellowship for summer term to the Fellowship Office by May 1.



April 2017
CONTINUED

Graduate School Awards Reception

Attend the Graduate School's annual awards reception and celebrate outstanding graduate students from across the university.

May 2017

Enrollment Requirements and Deadlines

Ensure that all active students are appropriately enrolled for summer term (4 hours for students on a GA appointment, 3 hours for post-candidacy students, 6 hours for fellows and students receiving a Grad School fee authorization).

Remind faculty and students that the end-of-semester deadline is May 9.

Remind students that applications to graduate summer term are due May 26.

Recruitment

Review your admissions season to determine what went well and what can be improved.

Prepare for next year

Prepare a detailed timeline and other materials that will assist you next year or that can be used by your successor if you are stepping down as Grad Studies chair.

Changes in Status

Notify the Fellowship Office of any fellows or students receiving a Grad School fee authorization who have withdrawn or have deferred their acceptance.

Take a deep breath and start all over again.

Summer Term

June/July 2017

Keep in mind that autumn semester 2017 begins on Tuesday, August 22.

Responsibilities of Graduate Studies Committee

Review the summary of graduate studies committee responsibilities in the Graduate School Handbook (section 15) What does your GSC do well? What can be improved?

Your program's handbook

Review your program's graduate student handbook and make necessary revisions. Post it to your website to make it accessible to everyone. Include a prominent link to the Graduate School Handbook.



Graduate Associate appointments

Make sure all GA appointments for the coming year are in order. Complete a GA appointment document (detailing the terms of the appointment) for each GA. Are job duties reasonable and clearly defined and understood by both student and supervisor?

Student orientations

Plan an orientation for your incoming graduate students. What topics do you need to cover? Which speakers? Suggested topics: academic standards, the importance of paying attention to deadlines, program-specific deadlines and requirements, role of the Graduate School, avoiding academic misconduct (including plagiarism). Remember that international students may have special concerns and issues.

Consider hosting a welcome back program for returning graduate students. Suggested topics: academic progress, candidacy exams, post-candidacy registration requirements, avoiding academic misconduct, program-specific requirements and deadlines.

Summer Research Opportunities Program

Familiarize yourself with SROP, attend all relevant SROP activities, and meet outstanding undergraduate students interested in attending graduate school at Ohio State.

Graduate School Services and Deadlines

Familiarize yourself with the Graduate School's online form system, GRADFORMS, for nearly all processes involved in graduate student exams, committees, etc.

Remind faculty and students that all master's and doctoral exams must be completed and exam report forms turned in to the Graduate School no later than July 14 for students graduating summer term. Approved thesis and dissertation documents must be submitted and accepted by July 21.

Use the Graduate Portal to update placement information on your recent graduates.

Notify the Fellowship Office of any change in enrollment status of new or incoming fellows or graduate students receiving a Graduate School fee authorization.

Remember that requests to activate the dissertation year of a student's fellowship for autumn semester are due to the Fellowship Office by August 1.

Prepare to handle difficult student situations

Review university guidelines for assisting disruptive or distressed individuals.

Familiarize yourself with the policies of the university's Committee on Academic Misconduct (COAM).



Autumn Semester

August 2017

Registration Requirements and Deadlines

Work with your graduate program coordinator to remind students of minimum registration requirements for autumn term (8 hours for GAs, 3 hours for post-candidacy students, 12 hours for fellows and students receiving a Grad School fee authorization) and that the initial fee due date is August 15.

Remind faculty and students that the end-of semester graduation deadline is August 21.

Difficult Student Situations

Review the academic plans of students in academic jeopardy.

Welcome

Welcome new and returning students to the university!

September 2017

Graduate School Fellowship Competition

Familiarize yourself with the Graduate School fellowship competition calendar and process. Deadlines occur throughout the academic year and require academic programs to submit nominations on behalf of students.

Communications

Are you communicating on a regular basis with your graduate students? Do they know that you are a valuable resource should they have problems they cannot otherwise resolve?

It's always a good time to speak with your program faculty about good advising practices. Use Appendix F of the Graduate School Handbook as a starting point for discussion.

Deadlines

Remind students that applications to graduate autumn semester are due September 8.

AGGRS Grants

Remind students of the Alumni Grants for Graduate Research and Scholarship (AGGRS) competition. AGGRS provides up to \$2000 for dissertation research support to doctoral candidates without any other research support from their department or advisor. Autumn semester deadline in October.



October 2017

Graduate School Meetings for GSCCs

Attend the Graduate Studies Committee chairs meeting.

Difficult Student Situations

Pay attention to any student behavioral issues that may arise. Consider inviting someone from campus police or Counseling and Consultation Service to a Grad Studies Committee meeting.

Reach out to students who might be in academic jeopardy. Are there resources you can provide or direct them to? If you know students are struggling, it is better to intervene sooner rather than later.

Are there any issues with graduate associates that need attention? Now is the time to provide feedback, intervene in problem situations, and clarify expectations for both student and supervisor.

Presidential Fellowship Deadlines

Remind faculty that the autumn Presidential Fellowship competition deadline is October 20. GSC chairs must submit a justification letter for each student nominated.

We recognize and appreciate the work of the Rackham Graduate School at the University of Michigan. Their Handbook for Faculty Directors of Graduate Programs laid the groundwork for this document.



Key Contacts for Graduate Studies Committee Chairs

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