



## New Faculty Guide to the Graduate School

The Graduate School (TGS) provides leadership and support for graduate education. TGS offers programming and advising to assist masters and doctoral students through transitions from prospective, to enrolled, and to graduating students.

TGS is responsible for the following:

- Administration of the **Graduate Assistantship Program**, including oversight of the GA policy, processing GA appointments, ensuring student eligibility, advising departments on requesting GAs in their annual budget requests, allocating GAs to units, awarding special project assistantships, assisting PIs with requesting GAs in grant proposals, and hosting the New Graduate Assistant Orientation prior to the start of each semester.
- Hosting the **Graduate Showcase**, an opportunity for graduate students to showcase their research, scholarly, and service activity. The event is held in April of each year.
- Sponsoring the **3-Minute Thesis Competition (3MT)**, held in February of each year, where graduate students present a summary of their thesis/dissertation. Cash prizes are awarded and the winner goes on to compete in the Midwestern Association of Graduate Schools 3MT Competition.
- Hosting the **New Graduate Student Orientation**, held just prior to the beginning of the Fall, Winter, and Spring/Summer semesters, includes an information session in Loosemore Auditorium and a Resource Fair with numerous GVSU departments, units, and offices that support students.
- Hosting the **Graduate Dean's Citations for Academic Excellence** and **Graduate Student Celebration**, to recognize outstanding academic achievement of graduate students. The event is held near the end of the Fall and Winter semesters. The Graduate School sends out a call for nominations from all graduate programs for awards in the following areas: Academic Excellence in a Degree Program, Outstanding Doctoral Dissertation, Outstanding Master's Thesis, Outstanding Final Project, Outstanding Publication, Excellence in Service to the Community or Profession, Excellence in Leadership and Service to GVSU, Excellence in Promoting Inclusion and Diversity at GVSU, and Excellence in Sustainability.
- Providing administrative support to the **Graduate Council**, a faculty governance body for graduate education policies, curriculum, and program review, by maintaining the membership roster and meeting schedule, posting minutes, disseminating new policy information, and assisting with graduate program review.
- Oversight of the **Responsible Conduct of Research (RCR)** training requirement for graduate students.

- Supporting the **Graduate Student Association (GSA)** in its mission to promote interdisciplinary communication and collaboration to enhance a holistic graduate student experience and build a graduate community. Support includes coordinating the budget and travel/expense reimbursements for registered graduate student organizations that receive funding via the GSA.
- Publishing the monthly **6 in 60 Newsletter** and **GradNews Across the Nation**, the **Graduate Director's Handbook**, the **Graduate Faculty Handbook**, the **Graduate Student Guidebook**, the **Advising Guidebook for Graduate Students** and **Faculty and Staff Advising Guidebook**, and the **Graduate Education Policies and Procedures Manual**.
- Collecting graduate student data via **Graduate Student Surveys**, including the Graduate Student Exit Survey, Admitted/Enrolled Survey, and Admitted/Not Enrolled Survey in order to obtain meaningful information to ensure high impact learning experiences for our students.
- Administering the **Presidential Research Grant** program, that provides awards up to \$1,500 to support the research projects of graduate students. Applications are accepted 3 times per year: June 15 for Fall research, October 15 for Winter research, and March 15 for Spring/Summer research.
- Administering the **Graduate Academic Conference Fund**, that awards grants of up to \$500 domestic travel, and \$750 international travel, to support student presentations at academic conferences.
- Oversight of the **Guidelines for the Preparation of Theses and Dissertations**, and Thesis, Dissertation and Doctoral Project committee approvals. TGS also tracks continuous enrollment and processes the final approval of all theses and dissertations.
- Facilitation of the **Thesis and Dissertation Workshop**, which provides information and resources for graduate students completing a thesis or dissertation as the culminating experience within their graduate program.
- Oversight of the **Graduate Faculty Application process**, approving **Graduate Faculty Status** per the Policies on the Qualifications for Faculty Engaged in Graduate Education (regular and adjunct), and maintaining the **Graduate Faculty Database**.
- Enforcing graduate policies as published in the **Graduate Education Policies and Procedures Manual**, assisting faculty and students on **Petitions for Exception to Graduate Academic Policies** and reviewing student petitions for final decision.
- Publishing **Faculty and Graduate Student Success Stories** and assisting programs with website or publication updates for marketing and recruitment purposes.
- Coordinating the **Michigan Intercollegiate Graduate Studies (MIGS) Program** which allows students to take graduate courses at other Michigan graduate schools with prior approval of the faculty. TGS processes MIGS forms and communicates with the other institution once approved.

## Contact Information for the Graduate School

For Information on:	Please Contact:
<ul style="list-style-type: none"> <li>• Academic Conference Fund</li> <li>• Dean's Calendar/Schedule</li> <li>• Graduate Assistantships</li> <li>• Graduate Student Association Funding</li> <li>• Presidential Research Grants</li> </ul>	<p>Irene Fountain, Assistant to the Dean of The Graduate School 318C DeVos Center 616-331-7123 <a href="mailto:fountaii@gvsu.edu">fountaii@gvsu.edu</a></p>
<ul style="list-style-type: none"> <li>• Department Publications</li> <li>• Graduate Academic Policy Petitions</li> <li>• Graduate Dean's Citations Nominations</li> <li>• Graduate Showcase Submissions</li> <li>• Graduate Faculty Database</li> <li>• MIGS Inquiries and Requests</li> <li>• Thesis and Dissertation Committee and Approval Processes</li> <li>• Faculty and Graduate Student Success Stories</li> <li>• RCR Training Completion/Tracking</li> </ul>	<p>Jennifer Palm, Assistant to The Graduate School and Thesis and Dissertation Coordinator 318C DeVos Center 616-331-6858 <a href="mailto:palmj@gvsu.edu">palmj@gvsu.edu</a></p>
<ul style="list-style-type: none"> <li>• Graduate Student Association</li> <li>• Graduate Student Surveys</li> <li>• Student Initiated Combined Degree Program</li> <li>• MIGS Institutional Liaison</li> </ul>	<p>Mark Luttenton, Ph.D., Associate Dean of The Graduate School 306C DeVos Center 616-331-2675 <a href="mailto:luttentm@gvsu.edu">luttentm@gvsu.edu</a></p>
<ul style="list-style-type: none"> <li>• The Graduate School Strategic Plan</li> <li>• Graduate Faculty Status Review</li> <li>• Final Approval of Thesis and Dissertations</li> <li>• Marketing and Recruitment Efforts for Graduate Programs</li> <li>• Oversight of the Human Research Review Committee and the Institutional Animal Care and Use Committee</li> </ul>	<p>Jeffrey Potteiger, Ph.D., FACSM, Dean of The Graduate School and Research Integrity Officer 310C DeVos Center 616-331-7207 <a href="mailto:potteigj@gvsu.edu">potteigj@gvsu.edu</a></p>
<ul style="list-style-type: none"> <li>• General Inquiries</li> <li>• New Graduate Student Orientation</li> <li>• Questions</li> <li>• Contacting TGS Graduate Assistants</li> </ul>	<p>The Graduate School 318C DeVos Center 616-331-7105 <a href="mailto:gradschool@gvsu.edu">gradschool@gvsu.edu</a></p>