



THE GRADUATE SCHOOL

GRAND VALLEY STATE UNIVERSITY®

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 master's, specialist, doctoral, certificate, and badge 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 units 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 organizing the **New Graduate Assistant Orientation** prior to the start of each academic semester.
- Hosting the **New Graduate Student Orientation**, held just prior to the beginning of each academic semester, includes an information session in Loosemore Auditorium and a Resource Fair with numerous GVSU departments, units, and offices that support students.
- Hosting the **Graduate School Citations for Academic Excellence**, to recognize outstanding achievements of graduate students and graduate faculty. 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. Nominations of graduate faculty are made by graduate students in the following award areas: Kimboko Inclusion, Outstanding Mentorship, and Outstanding Teaching.
- Partnering with 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, collaborating on and disseminating new policy information, and assisting with graduate program review.
- Oversight of the **Responsible Conduct of Research (RCR)** training requirement for graduate students.
- Publishing the monthly **6 in 60 Newsletter** and **GradNews Across the Nation**, the **Graduate Faculty and Program Director Handbook**, the **Graduate Student Guidebook**, the **Graduate Student Advising Overview**, and the **Graduate Education Policies and Procedures Manual**.
- Collecting graduate student data via the **Graduate Student Exit Survey**, in order to obtain meaningful information to ensure high impact learning experiences for our students. The results are shared with each individual graduate program.

- Oversight of the **Manual 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 required **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 decisions.
- 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.
- Facilitate **professional development** opportunities for students, and help students increase their professionalism, academic advancement, communication, engagement, and success. By participating, students will be supported in developing communication, interview, stress management, and debt management skills – among other critical and timely topics.

Contact Information for The Graduate School

For Information on:	Please Contact:
• Graduate Assistantships • AVP's Calendar/Schedule • General Inquiries • New Graduate Student Orientation • Graduate School Citations	Sheri DeVries Administrative Assistant to The Graduate School and AVP Dr. Erica Hamilton 3090 JHZ 616-331-7123 devries3@gvsu.edu
• The Graduate School Strategic Plan • Graduate Academic Policy • Graduate Faculty Status Review • MIGS Institutional Liaison • Thesis and Dissertation Committee and Final Approval Processes • Faculty and Graduate Student Success Stories • RCR Training Completion/Tracking • Non-Degree Graduate Applications • Student Initiated Combined Degree Program • Graduate School Citations • Professional Development Programming • Department Publications • Graduate Student Surveys	Trista Shumway Director, Graduate Education 3090 JHZ 616-331-2675 shumwayt@gvsu.edu
	The Graduate School 3090 JHZ 616-331-7105 gradschool@gvsu.edu