

The DOGS List

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DOGS responsibilities

Official

- Approval of Program of Study
- Approval of Ph.D. Time Limit Extensions
- Administrative Duties Shared with the Student Supervisory Committee
- Administrative Duties Shared by Department Chair



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DOGS responsibilities

Unofficial

- Maintaining/overseeing the departmental/degree program Graduate Handbook and relevant websites
- Overseeing students pursuing the degree program, meeting informally with students as needed and helping to resolve student issues
- Notifying students and faculty of fellowship, scholarship, and travel support opportunities; updates to University policies regarding to graduate student support; and events and workshops of interest
- Attending DoGS meetings and disseminating information about graduate student support services across campus
- Running an annual graduate student town meeting (at minimum)
- Assisting with new student recruitment efforts, admissions, and orientation
- Attending public thesis defense and proposal meetings and encourage thesis and dissertation success
- Helping spearhead self-assessment for graduate programs during departmental 7-year Graduate Council Review
- Resolving conflicts between students and others



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Top 10 things a DOGS should know

1. Your Program Graduate Handbook/Graduate Catalog
2. Requirements/Limitations on Tuition Benefits Program
3. Financial implications of TBP
 - <3.0 GPA
 - Mid-semester withdrawal
 - Degree Completion early-semester (min stipend requirement)
4. Departmental & University degree milestones/requirements
5. Thesis Submission/Acceptance Process
 - Grad Students: ask dean for signature? 2-3 month delay
 - Student publication requirement: ProQuest
 - Student thesis tracking software
 - Expedite request policy
6. Family Leave & dismissal policies
7. FERPA/Title IX requirements
8. Dispute resolution: conflicts of interest, rights of due process
9. Recruiting practices & CGS April 15 Resolution
10. Help is available in many places: you are not alone
 - Student distress/student health assistance
 - University Policy issues
 - Student-supervisor conflicts
 - Conflicts of interest



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Tuition Benefits Program

- Provides Graduate Tuition Remission for 2 years (MS/MA) or 5 years (PhD)
- Maintain 3.0+ GPA
- Must be enrolled for 9+ credit hours/semester
n.b. 3 credit hours of dissertation is full-time student (qualifies for student Visa, loan deferment)
- Must be in TBP eligible job code (TA, RA, GA, GF)
- Must pay Graduate School Minimum Stipend



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CGS April 15 Resolution



April 15 Resolution

Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or

assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

- Most Major research Universities are parties to the April 15 agreement
- This also applies to financial incentives for accepting admission before April 15 (signing bonus)
- There are some major universities who have not signed the agreement.
- The full agreement and list of parties to the agreement can be found at <http://cgsnet.org/april-15-resolution>