

Quick Guide for Faculty

### You are never a bother

Our staff is here to answer your questions, no matter how many you have. Asking questions will save you time and give us job security.

## So many forms...

Graduate <u>student forms</u> and <u>faculty/staff forms</u> are available on our website. It is the student's responsibility to initiate forms, not the faculty member.

The <u>Graduate Student Handbook</u> includes descriptions of the required forms, as well as the deadlines for submitting these forms.

## The Graduate Catalog is your friend

<u>Graduate School policies</u> are posted in the catalog. Some of the most asked about topics are:

Degree Requirements	Master's	<u>Doctoral</u>
Transfer credit	Master's	<u>Doctoral</u>
Supervisory committee	Master's	<u>Doctoral</u>

Academic Standing

# Navigating the Website

The <u>Pathway to Degree Completion page</u> lists deadlines by term and has information for degree seeking students to guide them through their graduate career.

Professional development plays an important role in graduate student experience. The GPS Academy gathers opportunities available across campus for students and creates additional programming promoting them both on the <u>myNDSU page</u>.

The <u>Graduate Council</u> is responsible for formulating, reviewing, disseminating, and monitoring the implementation of policies and procedures concerning graduate education at North Dakota State University. Suggestions, questions and concerns can be sent to your college representative or the current Council Chair.

# Just the right person

Knowing who to contact is half-the battle. Graduate School staff is listed on the <u>Leadership and Staff</u> <u>page</u>.

NDSU is an EO/AA university.

## Academic Support Team

#### Melissa Selders-Ortez

- Agriculture, Food Systems & Natural Resources
- Arts & Sciences (former AHSS and HSE programs)
- Health & Human Sciences

#### <u>Hali Haugen</u>

- Arts & Sciences (former Science & Math programs)
- Business
- Engineering
- Interdisciplinary Studies