

## Graduate Affairs Division of Responsibilities

### Admissions:

- Units admit at program level. Only SIGS can review and grant graduate application fee waiver requests.
- Units send electronic referral form to SIGS regarding admission decision, including all contingencies for conditional or provisional acceptance.
- Units must wait for SIGS to make the residency decision before sending acceptance letters; SIGS will send a notice to program service accounts alerting programs of residency decisions.
- Units may not send letters of admittance to international students until they have coordinated with the International Center; SIGS will continue to do this on behalf of programs (unless we are told by particular programs that they wish to do it themselves).
- Units send letter regarding admission decisions to applicant (acceptance, conditional acceptance and denial letters all sent by unit).
- Units inform SIGS when contingencies have been met or removed; SIGS will provide the list of provisional/special condition admits to departments after the start of each semester.
- SIGS currently sends registration and other information such as financial aid, disability resource center materials, housing, parking, campus health info, and so on. SIGS will continue to do this (unless particular programs choose to send their own materials).

### Student Records:

- Units/programs maintain academic program files; SIGS maintains electronic record of milestones and official transcript information.
- Academic standing: Units/programs monitor standing each semester and report standing to SIGS; if necessary, unit deans issue letters regarding probation or expulsion and copy SIGS. Units must notify the Registrar's Office of such academic actions.
- Units are responsible for filing necessary forms with the Registrar's Office: i.e., add/drop forms, grade authorization forms, independent study forms, permission to repeat a course forms. Registrar will need authorized signature letters on file.
- Units/programs are responsible for reviewing transfer credit for the first six hours of allowed credit and must send appropriate forms to SIGS, and we will make sure these hours are posted to students' transcripts; if programs want to approve a student's request to transfer additional hours, that would be considered a variance from the rules and the unit would need to apply to SIGS for approval of variance; final decision rests with the Provost.
- Units determine achievement of academic milestones such as completion of coursework, passage of qualifying exams, admission to candidacy, constitution of research committees; units report milestone achievements to SIGS.
- Announcement of dissertation defense: units report to SIGS, and SIGS announces/publishes defense date to university community

**Variations and waivers:**

- All requests for leaves of absences of one-year or less may be approved by the unit dean and reported to SIGS; requests for a second year and other variations from degree and residency requirements and academic program time limits must be submitted in writing to Dean of SIGS and signed by the DGS and the unit dean (or designee); the Dean of SIGS will make a recommendation to the Provost, who has the final authority on such variations.
- All requests for variations to the 20-hour work rule for graduate assistants and all requests for x-pay waivers must be submitted by the DGS to the Dean of SIGS, who has the final authority on such waivers; the form for such a waiver is on line at <http://graduate.louisville.edu/forms/ga-waiver-request/>.
- SIGS will report the number and types of variations granted to Graduate Council at least once per academic year (without identifying student information).

**Degree Checks, Commencement and Hooding:**

- SIGS will continue to perform degree audits for graduate students for graduation (with the exception of MATs and MEds, who are already audited in their unit).
- SIGS will send lists of candidates to programs and ask that programs verify each candidate's completion of requirements; units/programs also review lists for additions and deletions.
- Unit faculties approve degree candidates; unit deans confer degrees at commencement.
- Graduate Council approves degree candidates enrolled in SIGS; Dean of SIGS confers degrees for those enrolled in SIGS.
- SIGS will continue to bestow graduate awards, including Dean's citations.
- Units will bestow graduate awards that are unique to individual units.
- SIGS will hold doctoral hooding and graduation ceremony and contact doctoral candidates regarding this ceremony. Masters students participate in the general commencement ceremony with their units.

**Conflict Mediation and Student Grievance:**

- Redbook 6.8.3 specifies that all units will have a unit Academic Grievance Committee to process student grievances.
- Appeals of final decisions of a unit dean or the VP for Graduate Affairs may be made in writing to the SIGS Academic Grievance Committee (Redbook 6.8.11.B).
- Students may seek general advice regarding conflicts from unit officers, SIGS officers, or the Student Grievance Officer.

**Catalog/Website Maintenance:**

- SIGS will maintain and publish the catalog for graduate studies.
- Units will supply updates to SIGS for catalog maintenance and publication.

- Units will supply unit minimum guidelines for graduate education in addition to descriptions of programs, courses, etc.
- SIGS will maintain and publish a central list of faculty approved by units to participate in graduate education.

### **Faculty**

- Units are responsible for establishing minimum guidelines for faculty participation in graduate education that are no less strict than those established by SIGS in the Minimum Guidelines for Graduate Education.
- Units shall publish criteria for certification of faculty to participate in graduate education and to serve as mentors for theses and dissertations; units must evaluate faculty for continuation in graduate faculty and mentor status.
- Units report to SIGS the faculty thus certified, and if a faculty member's status changes, units must inform the faculty member and report to SIGS.
- Units seeking an exception to the minimum guidelines for participation must do so in writing and with appropriate documentation; both the dean of the enrollment unit and the dean of SIGS must approve the exception; the Provost has final authority.

### **Other**

- Units are responsible for monitoring productivity of programs: must keep an eye on numbers of students admitted as well as number graduating; also, units should monitor both numbers of graduate assistantships within programs as well as how those assistants are used.
- SIGS will work with Provost's office to file CPE productivity report .
- SIGS is the enrollment unit for graduate students in the Ph.D., M.A., and M.S. in Interdisciplinary Studies.
- SIGS provides general orientation to all graduate students, including a special, mandatory session for GTAs, but encourages units to develop their own orientations.
- SIGS will work with units on recruitment and retention issues, including the recruitment and retention of a diverse student population.
- SIGS will work with units on professional development issues.

**Policies for the administration of academic programs are published in the General Information section of the Graduate Catalog and include such matters as requirements for maintenance of good academic standing, course, credit, and degree requirements, grades and grading policies, honors and awards, requirements for theses and dissertations, residency policies, and policies for award of stipends, benefits, tuition and fee remission.**

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