**GRADUATE SCHOOL
STUDENT HANDBOOK RECOMMENDATIONS**

1. Update your student handbook on an annual basis. The Graduate School updates its policies and procedures every spring and then publishes an updated manual during the summer for the following fall.
2. Provide links to the Graduate School’s Policies and Procedures manual, as well as to the Graduate Student’s Rights and Responsibilities document.
3. Include in your handbook state residency information and information relevant to international students.
4. Provide guidelines for academic and research progress in the handbook.
5. Be sure to note that if you offer a qualifying examination and the student fails to pass it after the allowed number of attempts, the program will notify the Graduate School to recommend disenrollment from the program.
6. A comprehensive student handbook should include the following topics/sections:

Welcome (from the Director/Chair)

Introduction

New Student Information

 Office Assignment

 Keys

 Residency Requirements

 Map

 I-9 Forms, W-4 Forms, Tax Information (International Students)

 Automatic Payroll Deposit

 Social Security Numbers

General Information

 Department Office

 E-mail

 Central Services and Facilities (CUB, Libraries, Parking, etc.)

 Counseling Services

Graduate Program Administration

 Graduate Coordinators

 Academic Coordinator

Academic Requirements, Policies, and Procedures

 Degree Options

 Advisor

 Committee

 Annual Evaluations

 Standards for Adequate Academic Progress

 Continuous Enrollment Policy

 Graduation

 Checklist

 Thesis/Dissertation Binding

 Continuation for Another Degree

 Milestones for Successful Completion of Graduate Degree

Student Learning Outcomes

 Overview

 Objectives

 Learning Outcomes

Graduate Coursework

Seminars

Thesis/Dissertation Guidelines

Major Examinations

Graduate Assistantships

 Appointment

 Leave Guidelines

 Residency Requirement

Business Policies

Departmental Awards/Scholarships

Policies on Academic Integrity, Ethics, Discrimination, Harassment

Grievances – with Links to the Graduate School

Useful Links

Appendix

 Graduate Student Annual Review Form

TA Evaluation Forms

Departmental Forms

Sample Programs of Study