



EMORY

L A N E Y
G R A D U A T E
S C H O O L

Director of Graduate Studies & Program Director Roles and Responsibilities

Revised September 2018

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EMORY

LANEY
GRADUATE
SCHOOL

Director of Graduate Studies & Program Director *Roles and Responsibilities*

Advising and Mentoring

Advising

- Become familiar with process and policies regarding registration, course approvals, and course waivers. See [Policies and Progress](#) and [LGS Handbook](#).
- Ensure that students have appropriate faculty advisors and dissertation committees, and that students meet requirements and deadlines. See [Policies and Progress](#).
 - *Note:* Some programs have their own systems for changing advisors to facilitate smooth transitions.
 - *Note:* Dissertation and Thesis committees must have three LGS graduate faculty members. See [LGS Handbook](#).
- ***New Candidacy Policy - Effective Fall 2017:*** Ensure that students who entered LGS in fall 2017 afterward are on track to enter candidacy by September 15 of their fourth year.
- ***Previous Candidacy Policy - For Students Who Entered Prior to Fall 2017:*** Ensure that all 4th year students complete all program requirements, file for candidacy, and are in candidacy by the published deadline (August 1 before their 5th year of study)
- Ensure that students are aware of all professional development and career planning programming. See Professional Development section that follows. Also see [Professional Development](#) on the LGS website.
 - Also be aware of [Professional Development Support Funds](#) policies and processes.
- Ensure that students are aware of internal and external fellowship opportunities.
- Encourage students to apply for appropriate fellowships and scholarships. See [Advanced Student Fellowships](#). See [External Fellowships](#).

Mentoring

- The Laney Graduate School, with the guidance and support of the Laney Graduate School Executive Council, has developed two mentoring guides: one for [faculty](#) and one for [graduate students](#).
 - DGSs and program directors should be familiar with both guides, both in content and location on the Laney website.

- LGS also offers mentor-focused events and training for graduate faculty and graduate students throughout the academic year. DGSs and program directors should encourage program faculty and student participation as appropriate.

Recruitment and Admissions

Recruitment

- Become familiar with tuition, fees, stipends, health insurance, and admissions fellowships. See [Funding](#) and [Admissions Fellowships](#).
- LGS' range of professional development and career planning programming is an advantage in the recruiting process. Become familiar with this programming. See [Professional Development](#).
 - [Professional Development Support Funds](#) are a unique resource of particular interest to many prospective students.
- Recruiting for diversity
 - Become familiar with your program's recruitment strategy for diversity, which is included in program annual reports. *See Annual Report section that follows.*
 - Become familiar with the [Centennial Scholars Fellowship](#) program.
 - [Amanda Marie James](#) is the Chief Diversity Officer and Assistant Dean for Diversity, Inclusion and Community Engagement. [Ulf Nilsson](#) is the Acting Director for Admissions and Recruitment. Amanda and Ulf are available for consultation and to answer questions.
 - See [Diversity](#) on the LGS website, which includes information about programming for diversity, community, fellowships, and outreach/recruitment.

Admissions

- Become familiar with the CollegeNET Admit system and admissions processes. LGS offers ADMIT training.
- Become familiar with application requirements, instructions, policies, procedures and FAQs. See [Admissions](#) and [Admission Policies and Procedures](#).
- LGS expects programs to engage whole file review in the admissions process and to adhere to the [ETS guidelines for proper use of the GRE](#). For guidance, please contact Chief Diversity Officer [Amanda Marie James](#) and/or Acting Director of Admissions and Recruitment [Ulf Nilsson](#).
- DGSs and program directors oversee the nomination process for admissions fellowship. See [Admissions Fellowships](#) for guidelines and dates.
- Questions? Need help?
 - Admissions policies and procedures – contact [Tamika Hairston](#) in LGS
 - ADMIT training or assistance with online application – contact [Tammy Coleman](#) in LGS

Student Progress and Support

Confidentiality

Educational records and records pertaining to student progress are kept by Emory University offices to facilitate and monitor the educational progress of students. Faculty and staff members may also keep informal records relating to their responsibilities with individual students. *See Appendix 1 for more information.*

Candidacy

- Become familiar with LGS [Candidacy](#) and [Dissertation Committee](#) policies.
- **New Candidacy Policy - Effective Fall 2017:** Ensure that students who entered LGS in fall 2017 afterward are on track to enter candidacy by September 15 of their fourth year.
 - Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.
 - See the [LGS Handbook](#) for more details.
- **Previous Candidacy Policy - For Students Who Entered Prior to Fall 2017:** Ensure that all 4th year students complete all program requirements, file for candidacy, and are in candidacy by the published deadline (August 1 before their 5th year of study)
 - If a student needs to file an extension, they must send a letter outlining why they need an extension and a timeline for completing the requirement. The DGS or program director must forward that extension request to LGS with a letter of support.
 - Students who started their programs before fall 2017 will not be placed on probation if they fail to meet the candidacy deadline.
 - For students who started their degree programs prior to Fall 2017, please refer to the previous candidacy policy and associated requirements. You can link to previous policy from the LGS Handbook [at this link](#).

Dissertation and thesis committees

- Become familiar with LGS [Candidacy](#) and [Dissertation Committee](#) policies.
- Three LGS graduate faculty members are required on dissertation and thesis committees.
- **New Policy – Effective Fall 2017:** Students who have met all program requirements for an approved dissertation prospectus should submit a dissertation committee form to obtain LGS approval for their committees. See instructions [here](#).
 - Students must obtain approval no later than March 15 of their 4th year.
 - Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support.
- **Previous Policy – For Students Who Entered Prior to Fall 2017:** Dissertation committee forms should be submitted as soon as the committee is formed. See instructions on our [Dissertation Committee](#) page.
 - Students must meet the dissertation committee deadline in effect when they first enrolled, and must have an approved dissertation committee no later than August 1 before their 5th year of study.
 - Students who started their programs before fall 2017 will not be placed on probation if they fail to meet the dissertation proposal defense deadline.
 - You can link to the previous policy from the LGS Handbook [at this link](#).
- If students wish to change their committees, they should follow the instructions on our [Dissertation Committee page](#).
- Inclusion of non-Emory members requires approval of the Dean. See [LGS Handbook](#).
- The LGS also has policy in place for situations when faculty members leave Emory or retire. See the [LGS Handbook](#).

Oversee annual student evaluations

- Become familiar with LGS policy standards of academic performance and status. See the [LGS Handbook](#).

- Oversee and advise students who are not making satisfactory academic progress. This includes students who may find themselves on academic probation. *See Probation section that follows.*
- As DGS/program director, you should meet with students to develop a plan for returning to good academic standing. Students on probation are **NOT** eligible for PDS Funding.
- Use *Unsatisfactory* in credit hour courses such as 599 and 799 if the student is not making progress.
- Oversee faculty meeting(s) to discuss evaluation/progress of each student.
- As DGS/program director, you are responsible for writing annual evaluation letters for students regarding their progress and expectations for next academic year.

Probation

- DGSs and program directors need to be aware of their students' probationary statuses. The DGS/program director will be copied on all official communication regarding probationary statuses. Probation prevents students from accessing PDS funding.
- See [LGS Handbook](#) for probation policy.

Leaves of absence

- Become familiar with LGS policy on [Program Transfer](#), [Withdrawal](#), [Leave of Absence](#), and [Parental Accommodation](#).
- A student in good standing may be granted 2 one-year leaves of absence upon recommendation of the student's program and approval of the Dean.
 - *Procedure:* The student should provide a written request for a leave of absence to the DGS/program director of her/his/their program. If the program approves, the program [DGS/program director] should write a letter to the Dean of LGS recommending the leave of absence. These materials – both the student's letter and the letter from the program – should be submitted to the LGS Dean of Student Affairs who will review and share with the Dean of the Laney Graduate School.

Extensions of time to complete degrees

- Become familiar with LGS policy on [Dissertation Completion Time](#) and [Extension of Time to Complete Requirements for the PhD](#).
- ***For Students Entering in Fall 2017 and After:*** Students are expected to complete their dissertations and apply for their degrees within six years.
 - If a student has not completed at the end of the 7th year, the program may grant a one-year extension, submitted notice of the extension to the Dean no later than August 1 of the 7th year (before the 8th year).
 - If a student has not completed at the end of the 8th year, the student may continue work for at most one additional academic year and only with approval from the Dean.
 - [See details here.](#)
- ***Previous Policy Prior to Fall 2017:*** A program may request up to three extensions to the Dean.
 - More than three is the decision of the Dean based on the program's rationale for the decision and its recommendation.
 - Students must be enrolled and in good standing to receive an extension.
 - Extensions are typically granted for a full academic year (fall, spring, summer).
 - All extensions are **due August 15 of the year proceeding the extension year.**
 - [See details here.](#)

Change of degree plan

- If a student wishes to change her/his degree plan (e.g., from a PhD to MS or MA), the student is required to notify the DGS/program director of her/his/their intention in writing.
- The DGS/program director should then forward the student's request, along with a letter approving the plan change, to the LGS Dean for Student Affairs.

Student support services

- Emory and LGS offer a breadth of resources, services and policies to support and guide students, faculty and staff. Below are links to some of these.
 - [Back-Up Care Advantage Program](#)
 - [International Student and Scholars Services](#)
 - [Student Financial Services](#)
 - [Office of Financial Aid](#)
 - [Campus Life](#)
 - [Student Health and Counseling Services](#)
 - [Office of Health Promotion](#)
 - [Office of Equity and Inclusion](#)
 - [Office of International Student Life](#)
 - [Office of Lesbian/Gay/Bisexual/Transgender Life](#)
- If you have questions or need to consult with LGS, contact the LGS Dean of Student Affairs.

Professional Development and Career Planning

- LGS has a growing portfolio of professional development and career planning programming.
- It is important that DGSs and program directors become familiar with this programming by visiting [Professional Development](#) on the LGS website.
- Two of these programs are graduation requirements for doctoral students and should be discussed with them early:
 - [Jones Program for Ethics \(JPE\)](#)
 - [Teaching Assistant Training and Teaching Opportunity \(TATTO\)](#)
- Also be aware of [Professional Development Support Funds](#) policies and processes.

Program Administration and Curricular Revisions

Program administration

- TATTO and JPE: ensure that students complete both LGS and program-level training
 - DGSs/program directors should monitor program-level training and update or modify when necessary
- DGSs/program directors should liaison with LGS' [English Language Support Program \(ELSP\)](#) and Emory's [Office of Accessibility Services](#).

Program modification and development

- *Curricular revisions:* Review the Guidelines for Curricular Revisions found on the [Governance](#) page.

- *New and revised programs and courses:* New and revised programs and courses are reviewed and considered by the [Executive Council](#) on a rolling basis. See the [Governance](#) page for forms.
- *Graduate program handbook:* If procedures and policies are changed in the graduate program handbook, these changes must be submitted to the Executive Council for review and approval.
- *Questions:* Questions about what must be considered/approved by the Executive Council should be directed to the LGS Senior Associate Dean.

Program Liaison to LGS

Internal Fellowship nominations

- DGSs/program directors are responsible for nominating students for the [Dean's Teaching Fellowship](#) on behalf of their graduate programs.
- Many programs have a graduate program committee that makes the decision on nominations – the DGS/program director oversees this committee.

Annual Report

- The DGS/program director oversees preparation and submission of the program's annual report to LGS.
- Annual reports are due in summer, usually in June.
 - You will find out exactly what you'll need in that report in spring.
 - New DGSs and program directors should consult past reports for guidance.

LGS and University Policies

- LGS policies as they relate to honor, conduct, grievance and involuntary withdrawal can be found in the [LGS Handbook](#).
- The [LGS Handbook](#) contains information about select University policies, including equal opportunity and discriminatory harassment; information technology conditions of use; authorship guidelines and dispute resolution, the responsible conduct of scholarship and research; sexual misconduct; alcohol and drug abuse policy; and more. For a complete list and description of policies, visit Emory's [Policies and Procedures](#).

Appendix 1

Confidentiality and Student Records

Educational records and records pertaining to student progress are kept by Emory University offices to facilitate and monitor the educational progress of students. Faculty and staff members may also keep informal records relating to their responsibilities with individual students.

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 identifies the rights of students and their families with respect to student educational records kept by institutions. As part of the requirements of FERPA, Emory University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. The policy (1) permits students to inspect their education records, (2) limits disclosure to others of personally-identifiable information from education records without students' prior written consent, and (3) provides students the opportunity to seek correction of their education records where appropriate.

More information on Emory's FERPA policies and procedures can be found on the [Office of the Registrar's website](#).