

Directors of Graduate Studies – general description of duties*

- Advise current and prospective graduate students on academic matters such as appropriate courses, program specializations, various student progress milestones, research interests, and requirements for the graduate degree programs within the department.
- Review requests for graduate transfer credit or requirement waivers and substitutions.
- Assign a concentration, track, or specialization advisor where appropriate.
- Assist students in compiling comprehensive exam and thesis/dissertation committees where appropriate.
- Monitor Satisfactory Academic Progress (for Federal Aid compliance) of all graduate students in the department.
- Review and sign all Annual Reviews of PhD students.
- Issue probation and dismissal letters as warranted.
- Review and approve all Graduate Student Petitions, all Applications to Candidacy, and all M-forms (degree completion verification form).
- [sometimes] – Serve on or chair the graduate admissions committee. Where no such committee exists, review applicants and admit new graduate students.
- [sometimes] – Serve on or chair the departmental graduate curriculum committee. Where no such committee exists, review (with Chair) any curricular changes to graduate degree programs.

* Note that while this list is representative of what Directors of Graduate Studies often do within their units, the specific responsibilities/duties of the DGS may vary by department.