

Graduate Handbooks Should Include the Following:

- Current policies and requirements
- Expectations
- Procedures
- Update annually with accurate information
- Made available to students online, or by hard copy
- Student sign-off that they have read it
- List of financial aid opportunities, by department and other sources

Details for Degree Requirements:

- Degree requirements, including course work
- Committee requirements
- Forming a committee
- Prospectus
- Examinations
- Dissertations, theses, projects
- Internships, practica, etc.
- Explanation of department-specific policies and procedures for obtaining advisement
- Creating a Program of Study
- Other requirements

University Procedures:

- Graduation deadlines and applying for graduation
- Scheduling final exams and deadlines
- Submitting dissertations, theses, or selected projects (and ETDs)
- Student evaluation process
- Dismissal and grievance process

Handbook Orientation:

- Formal orientation
- Seminar
- Initial advisor meeting

How does yours measure up?