

 BRANDON UNIVERSITY	Role of the Graduate Studies Program Office	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: June 1994	Updated: September 2018

1.0 Policy General Purpose

The purpose of this policy is to identify the roles and responsibilities of the persons working in the Office of the Graduate Studies Program.

2.0 Policy Guidelines

The roles and responsibilities of the persons working in the Office of Graduate Studies Program include:

- provide students with general program information
- provide student program advising in consultation with the Graduate Studies Chair
- monitor the annual Admissions process
- assist students with course registration process
- determine program timetable, including classroom scheduling
- assist with the coordination of all cohort programs
- collect and distribute current course outlines
- facilitate final online course evaluations
- provide Moodle support for students
- maintain the Graduate Studies web site
- provide students with information on scholarships
- answer questions about convocation requirements
- prepare and distribute minutes of meetings of the Faculty of Education Graduate Studies Committee

3.0 Scope of the Policy

Applies to faculty and staff in the Graduate Studies Program.

4.0 Definitions

None

5.0 Reference to Other Policies

None

6.0 Approval Process

Graduate Education Committee
Faculty of Education

7.0 Appendices
N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
