Auburn University
Graduate School

The Graduate School is housed in Hargis Hall

106 Hargis Hall
334-844-4700
gradadm@auburn.edu
Overview

- Role of major professor and committee members

- Contacts and Resources

- Academic Policies

- Student Services
Role of the Major Professor

• The major professor is the primary mentor for a graduate student.

• A graduate student looks to the major professor to be a primary role model and mentor, as they seek to become a knowledgeable scholar and trained researcher.
Role of the Major Professor

• The major professor should be knowledgeable regarding university policies and procedures for graduate students, as they move through their programs including the actions required at each step of the student’s program. They should be prepared to answer questions and provide directions to resources on these topics.

• You should
  • Should be available to meet with students and discuss concerns
  • Seek to provide constructive and supportive feedback regarding their coursework and their research and scholarly work
  • Encourage students to discuss their ideas with you or other colleagues
  • Foster networking and student professional development
Role of the Committee Member

• Committee members act as key advisors to students.

• A graduate student looks to committee members to be important role models and mentors, as they seek to become a knowledgeable scholar and trained researcher.
Role of the Committee Member

• A committee member should be knowledgeable regarding university policies and procedures for graduate students as they move through their programs including the actions required at each step of the student’s program. They should be prepared to answer questions and provide directions to resources on these topics.

• You should
  • Be available to meet with students and discuss concerns. Seek to provide constructive and supportive feedback regarding their coursework and their research and scholarly work.
  • Encourage students to discuss their ideas with you or other colleagues.
  • Foster networking and student professional development.
Graduate School Staff

http://graduate.auburn.edu/about-us/our-staff/

George Flowers
Maria Witte
Julie Reece
Minnie Bryant

Health Insurance

Aime McCorcle
Kiara Jones

Student Advisors - Matriculation

International Student Services

Sherry Ray
Mackenzi Griggers
Ibrahim Kareem
Laura Fuller

Professional Development

Dale Watson
Graduate School Staff

Departments:
Admissions
Matriculation/Advising
Student Services
Health Insurance

Student Advisors - Admission

- Caroline Leonard
- Theresa Morgan
- Penny Christopher
- Justin Gilbert

IT

- Jay Neese
- Herbert Rotfeld

Administrative Fellow
Q: Where can I find Auburn University policies?
A: All Auburn University policies can be found in the AU Bulletin online- http://bulletin.auburn.edu/

- Program Handbook
- Faculty Advisor
- GPO
- GS Advisor

Q: Where can I find a list of deadlines and important dates for Graduate Students?
A: The Graduate School Academic Calendar has these dates outlined several academic terms in advance.
http://graduate.auburn.edu/current-students/graduate-school-calendar/
Graduate Policies

• The University Bulletin contains a detailed description of university level policies for all graduate programs. [http://bulletin.auburn.edu/thegraduateschool/](http://bulletin.auburn.edu/thegraduateschool/)


• Departments /programs may have additional policies, which should be published in the Graduate Student Handbook for that department/program
Graduate Policies

• Regular evaluation and feedback should be provided to graduate students. Best practices in this area recommend a written evaluation, coupled with verbal discourse.

http://bulletin.auburn.edu/thegraduateschool/academicprogress/

• A graduate student must maintain a CGPA of 3.0 or higher
  • If a graduate student falls below 3.0 for two semesters, then they are placed on academic probation.
  • The student has 12 hours or 2 semesters to improve CGPA to at/above 3.0.
  • IF this is not achieved, the student is expelled, unless the program chooses to submit a remediation plan. This plan should be developed in collaboration between faculty and student and must be reviewed and approved by the graduate school.
• A GTA//GRA/GA with a CGPA below 3.0 does not receive the in-state component of the tuition fellowship.
Master’s Steps to Graduation

• **Complete Committee Selection form**
  Per the committee selection form, students submit their committee and to request approval for transfer courses, course substitutions and exceptions to the approved curriculum (based on CIM).
  Workflow approval process through Committee Chair and Graduate School.
  The Committee Selection form must be submitted and approved in order for students to access the Request for the Master’s Final Exam form.
  [https://gradforms.auburn.edu/forms/CommitteeSelection.aspx](https://gradforms.auburn.edu/forms/CommitteeSelection.aspx)
Master’s Steps to Graduation

- **Submit Graduation Application**
  Students will receive results of their degree audit via email and should address any deficiencies identified. Link: [https://gaaap.auburn.edu/default.aspx](https://gaaap.auburn.edu/default.aspx)
  The Graduate School registers students for UNIV 4AA0 once the application is processed. This course has two assignments. The 1st assignment is the Diploma Application and the 2nd is the first destination survey (both are required to remove the Assessment Hold).

- **Complete the Request for the Report of the Master’s Thesis Final Exam**
  [https://gradforms.auburn.edu/forms/MSTExamRpt.aspx](https://gradforms.auburn.edu/forms/MSTExamRpt.aspx)
  Workflow approval process through Committee and Graduate School.
Ph.D. Steps to Graduation

Complete Committee Selection form

Per the committee selection form students submit their committee and to request approval for transfer courses, course substitutions and exceptions to the approved curriculum (based on CIM). Workflow approval process through Committee Chair and Graduate School. The Committee Selection form must be submitted and approved, in order for students to access the Request for the Report of the General Oral Exam form. [https://gradforms.auburn.edu/forms/CommitteeSelection.aspx](https://gradforms.auburn.edu/forms/CommitteeSelection.aspx)

Ph.D. Steps to Graduation

- **Submit Graduation Application**
  Students will receive results of their degree audit via email and should address any deficiencies identified. Link: [https://gaaap.auburn.edu/default.aspx](https://gaaap.auburn.edu/default.aspx)
  The Graduate School registers students for UNIV 4AA0 once the application is processed.
  This course has two assignments. The 1\textsuperscript{st} assignment is the Diploma Application and the 2\textsuperscript{nd} is the first destination survey (both are required to remove the Assessment Hold).

- **Submit Dissertation First Submission Approval Form**
  This form initiates the doctoral forms list workflow (First Submission form, University Reader Evaluation form, Final Exam and Final Approval forms) [https://gradforms.auburn.edu/forms/DoctoralDissertationFirstSubmission.aspx](https://gradforms.auburn.edu/forms/DoctoralDissertationFirstSubmission.aspx)

- **Submit Survey of Earned Doctorates**
  [https://sed-ncses.org/login.aspx](https://sed-ncses.org/login.aspx)
University Fellowships

- Presidential Graduate Research Fellowships
  [http://graduate.auburn.edu/au-presidential-graduate-research-fellowships/](http://graduate.auburn.edu/au-presidential-graduate-research-fellowships/)

- Presidential Graduate Opportunity Program Fellowships
  [http://graduate.auburn.edu/prospective-students/presidential-graduate-opportunity-program/](http://graduate.auburn.edu/prospective-students/presidential-graduate-opportunity-program/)
Graduate Student
Professional Development

Dale Watson
Director, Professional Development
dwatson@auburn.edu  844-2130
International Student Services

• Arrival assistance

• UNIV 7000 International Graduate Experience

• AU Interconnect

• International Wives Club

Laura Fuller
AU InterConnect

The Auburn University Graduate School’s Interconnect Program helps international students assimilate into the community through activities with Auburn residents.
Questions?