

Jan 20, 2020

**Department By-Laws:
EAS Steering Committee for Graduate Studies and Director of Graduate Studies**

Overview:

The steering committee consists of 3 members, including the Director of Graduate Studies. Graduate studies in the EAS department at CCNY consist of: EAS Master's students, enrolled at CCNY and PhD students who are advised by EAS faculty.

How the committee is selected:

The Director of Graduate Studies (DGS) is voted on by the full faculty of the department – based on volunteers. If no one volunteers the department chair will select the DGS.

The two other members are voted on by the full faculty of the department – based on volunteers. If no one volunteers the department chair will select the other members.

Timeline:

The Graduate Program Steering Committee is selected every 3 years, at the same meeting at which the department chair is selected.

Responsibilities:

- Review applications, as they arrive, for both spring and fall entrance to the MS program at CCNY.
 - o Criteria for accepting students:
 - Students have near a 3.0 in STEM courses as an undergraduate
 - Students indicate a clear intent to be in a Master's program
 - The letters of recommendation indicate the student is mature, responsible, and ready to take on graduate courses.
- Organize a welcome/information session for incoming MS and PhD students every fall at the start of the semester.
- Maintain (updating when needed) procedures for MS completion (thesis and credit options)

- Serving as academic advisor for MS students. This requires communicating once a semester with the advises to help the student determine which classes to take. Each of the steering committee member does advising, the DGS assigns the incoming students to an academic advisor. Note that the academic advisor is different from the student's research advisor in cases for thesis track students.

Additional Responsibilities of the DGS

- Attend CCNY graduate program events such as the Graduate open house each fall (or find a replacement to attend)
- Field inquiries (email, phone, in person) about the MS program from prospective students
- Maintain EAS graduate program website or supervise maintenance by office assistant
- Maintain a record of graduate student alumni, or supervise office assistant in this task
- Assist MS students with technical questions about their course of study and graduation (e.g. questions about how to enroll in e-permit courses, whether or not a particular non-EAS course will "count" for graduation, class permissions and prerequisites, transferring credits from other institutions, how to maintain matriculation while not taking classes, etc.)
- Serve as primary liaison with the Dean's office and registrar in issues related to graduate studies
- Carry out preliminary "credit check" for students to confirm that they have completed requirements in order to apply for graduation