

PROGRAM PRACTICES SURVEY
(Example)

Questions 1A, 1B – Communication with Potential Doctoral Students

Questions 2A, 2B – Admission

Questions 3A, 3B, 3C – Orientation and Advisement

Questions (Example)		Answers (Example)
1A	When potential graduate students contact your department for information, who handles the inquiries?	Graduate secretary (for routine requests) or graduate coordinator (for particular non-routine questions).
1B	What type of information is usually sent in response to such inquiries?	The program description and admissions information is e-mailed to them.
2A	Who in your department makes the decision about which applicants to admit (or to recommend for admission)? (Please provide the title rather than names).	The graduate committee, which is comprised of five faculty including the graduate coordinator.
2B	What criteria are used in making this decision?	The strength of the applicant is evaluated based on test scores, grades, recommendation letters, math skills, and research potential.
3A	How does your department orient new students to graduate study?	There is a math preparation session that meets for three weeks prior to the start of the term and there are a variety of orientation meetings organized by the University, the College, and the Department the week before classes start.
3B	Who handles initial course advisement for new doctoral students, and how is that person selected?	The graduate coordinator who is appointed by the department chair.
3C	Describe the process by which a student selects or is assigned a dissertation chair.	Typically, after the student has taken field exams in the summer following the second year, the student decides on a general area or topic and approaches a faculty member in that area to be the dissertation advisor.

PROGRAM PRACTICES SURVEY - Continued
(Example)

Question 3D – Orientation and Advisement

Questions 4A, 4B – Social Interactions

	Questions (Example)	Answers (Example)
3D	Can students in your department change dissertation chairs? If so, how is that change accomplished?	Yes. Until the semester of the final defense, the student is free to change his or her supervisory committee including the chair. The student finds a new faculty member who is willing to chair. In some cases, the faculty who was chairing a supervisory committee will decide not to continue because the topic has evolved or because the faculty member will be on leave. In such cases, in consultation with the graduate coordinator, the student will seek another faculty member to be chair.
4A	Other than formal coursework, does your department offer, sponsor, or support activities designed to foster social support and/or collaborative learning among doctoral students?	The Department does not organize formal study groups but the students do seem to form informal groups on their own.
4B	Does your department hold regular social activities in which students can interact informally with faculty members and other students? If so, please describe	The Department organizes periodic happy hours and has several departmental parties during the year to create such student-faculty interactions.