

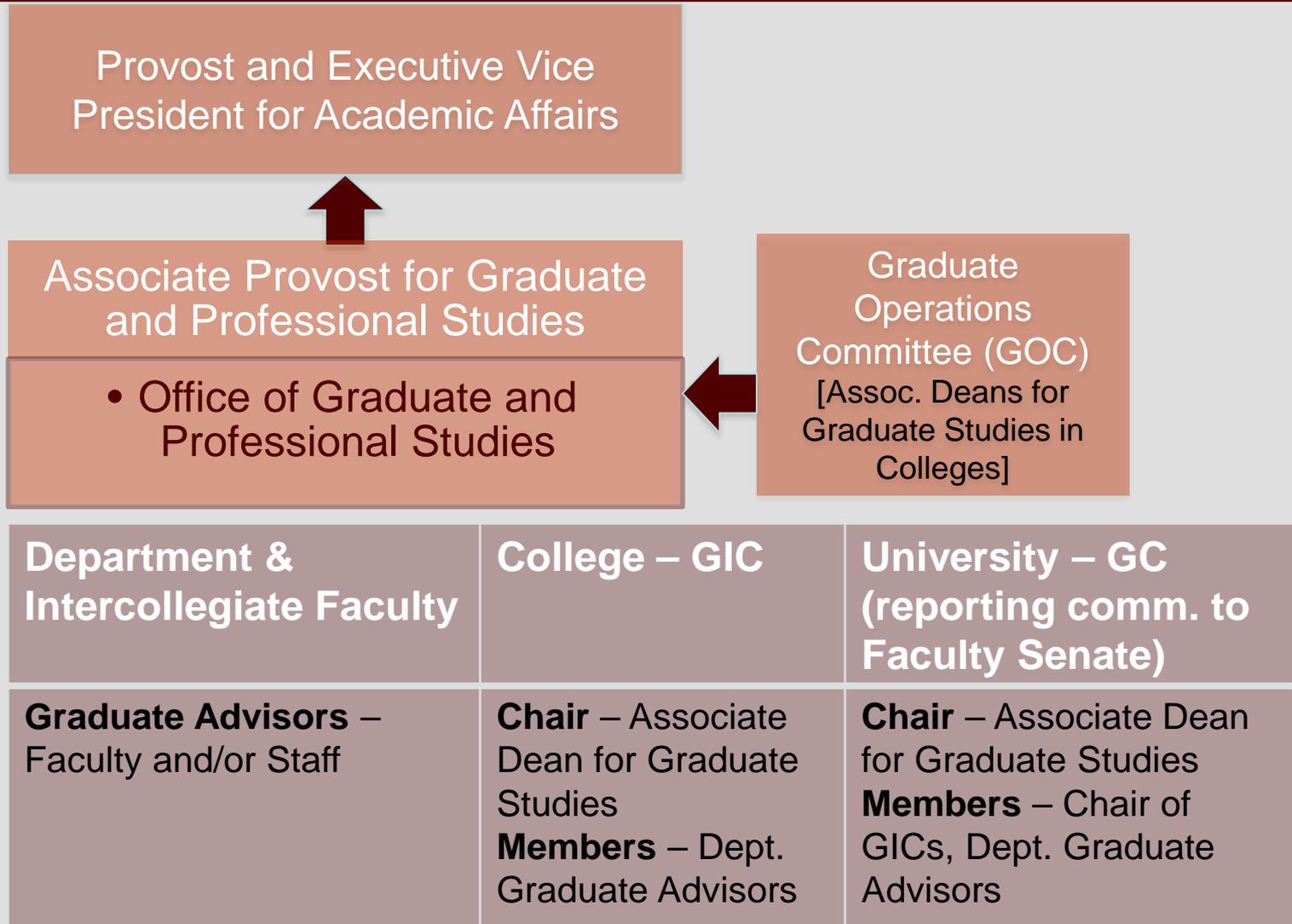
# Running a Graduate Organization



**Dr. Karen Butler-Purry**

Associate Provost for Graduate and Professional Studies  
Professor of Electrical and Computer Engineering

2015 CGS New Deans Institute  
July 2015



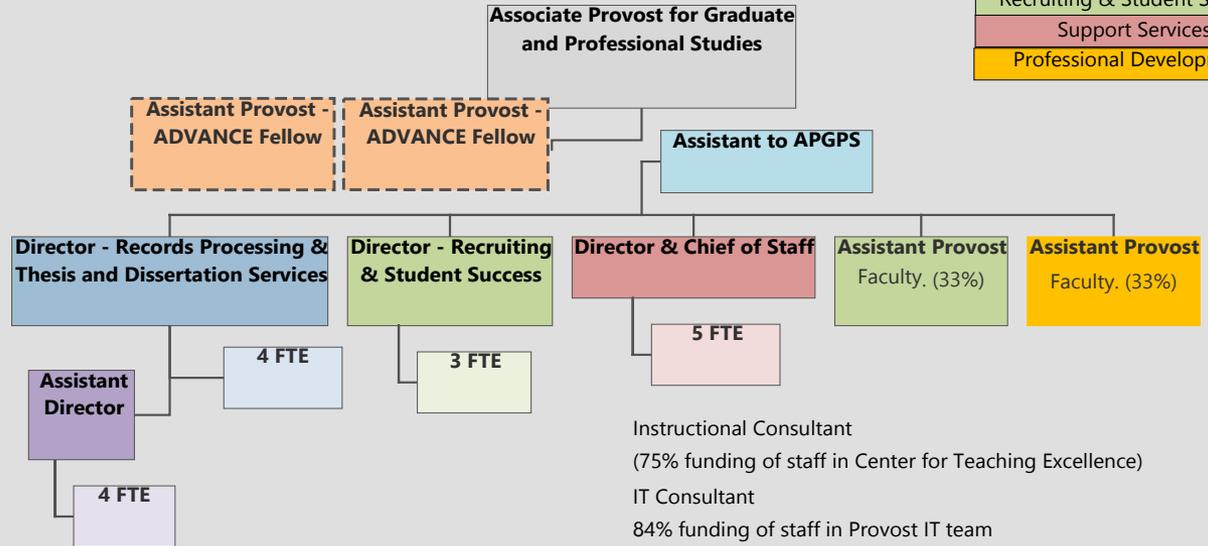
# Responsible Units

Office of Admissions	Departments/ Programs	Office of Graduate and Professional Studies (OGAPS)	
<p>Receives application materials</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Other Units</b></p> <ul style="list-style-type: none"> <li>•International Student Services</li> <li>•Career Center</li> <li>•University Writing Center</li> <li>•Center for Teaching Excellence</li> </ul> </div>	<p>Recruiting            Make Admission Decisions            Fellowships Assistantships            Dept./Program Orientation            Graduate Faculty Offers Courses            Directs Research</p>	<ul style="list-style-type: none"> <li>•Official Student Record</li> <li>•Student Matriculation Processes                Degree Plan                Thesis Proposal                Preliminary/Final Exams                Petitions                Residency Clearance</li> <li>•University Degree Clearance and Dismissal Processes</li> <li>•Graduate Faculty Membership</li> </ul>	<ul style="list-style-type: none"> <li>•New Graduate Student Orientation</li> <li>•Ombuds Services</li> <li>•Univ. Fellowships and Awards</li> <li>•Travel Grants</li> <li>•Student Prof Dev Workshops</li> <li>•Advisor Workshops</li> </ul>

# Office Organizational Structure

Office of Graduate and Professional Studies  
 Organizational Chart --- Budgeted Staff  
 July 03, 2015

Thesis & Dissertation Services
Records Processing
Recruiting & Student Success
Support Services
Professional Development



- ~14,600 graduate & professional students (~32% of total)
- 23 FTE budgeted staff
- 2 – 0.33 FTE budgeted faculty
- 5-8 regular part time
- 10 student workers and graduate assistants

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