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| **Roles and Responsibilities Check List**  This checklist will help you understand some of the roles and responsibilities you will encounter as an online graduate student.  Locate the person at your university and fill in their name and email address to help you when the time comes. | | | | | |
| **Role/Responsibilities/ Support** | **Support Staff** | **Committee Members** | **Academic Advisor/**  **Major Professor** | **Graduate Director** | **Student** |
| Admissions information |  |  |  |  |  |
| Provide university resource information |  |  |  |  |  |
| Upon admission: assign major professor / faculty advisor |  |  |  |  |  |
| Inform student regarding class schedule prior to each semester |  |  |  |  |  |
| Advise student regarding which classes to take |  |  |  |  |  |
| Enroll student into Great Plains IDEA courses through *Global Campus* |  |  |  |  |  |
| Advise student on planning and completing Program of Study |  |  |  |  |  |
| Complete Program of Study |  |  |  |  |  |
| Consult with student on selection of committee members |  |  |  |  |  |
| Advise student about culminating experience. [Acknowledgement letter early in the program then reminder of the process in the semester before the exam.] |  |  |  |  |  |
| Sign the program of study |  |  |  |  |  |

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| **E X A M** | Prepares paperwork for approval for final examination |  |  |  |  |  |
| Emails the final exam to student |  |  |  |  |  |
| Collects and distributes completed exam to committee members for assessment |  |  |  |  |  |
| Reviews and assesses exam / conducts oral if required by program |  |  |  |  |  |
| Communicates results of exam to student (discusses rewrite if appropriate) |  |  |  |  |  |
| Sign ballot |  |  |  |  |  |
| Submit ballot to Graduate School |  |  |  |  |  |

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| **THESIS / Report/Project** | Advise student on the development of the thesis / report / project proposal |  |  |  |  |  |
| Proposal meeting for approval of thesis/ report / project proposal |  |  |  |  |  |
| Guide student in writing thesis / report / project |  |  |  |  |  |
| Conduct final defense of thesis / report / project |  |  |  |  |  |
| Signature for approval of final thesis / report / project |  |  |  |  |  |
| Submit ballot for thesis / report option to Graduate School |  |  |  |  |  |
| Submit thesis / report to appropriate university database |  |  |  |  |  |