



## TIPS FOR DEVELOPING A GRADUATE STUDENT HANDBOOK

### WHAT TO INCLUDE

**Getting started:** advice on obtaining a Husky card, subscribing to appropriate listservs, understanding the grading system, [a link to U501](#) (graduate student orientation) and UW-required trainings (e.g. Title IX and program-specific training), etc. and other locally appropriate information

**Registration and related academic policies/procedures:** how to review the time schedule, register for courses, pay tuition, establish residency obtain transcripts

**Financial aid:** describe the different funding options available and how students could pursue them

**Graduate program policies and practices:** how to change programs or advisors, how to change labs or practicum placements, a list and explanation of the program's required milestones and their expected timing, etc.

**Graduate School policies:** necessary paperwork to obtain a degree, on-leave/reinstatement processes, unsatisfactory progress policies, etc.; this section should link to appropriate parts of the Graduate School website since we ensure it remains accurate and current. See [here](#) and [here](#) for examples

**A process for students to address concerns and grievances:** requirements and resources regarding unit-level informal conciliation, Ombud involvement, unit-level formal grievance processes, an option to provide anonymous feedback, a link to the [Graduate School's](#) role and processes, etc.

**Additional resources:** whether from the graduate program (local student organizations, etc.) or the campus (computer lab locations; food pantry information; Disability Resources; Human Subjects Division, etc.)

### IMPORTANT CONSIDERATIONS

As you create and/or review your own Graduate Student Handbook, consider these issues:

- Who will maintain the handbook to ensure it remains current, and how often will it be reviewed? We suggest doing it annually, possibly by the Graduate Program Coordinator, Graduate Program Advisor or a committee.

- Where will it live on your program's website? It should be easy for graduate students and others to locate.
- How will you make it user-friendly? We suggest maintaining it online, embedding links and ensuring it's searchable.

## Resources

Below is an *incomplete* list of units that have useful examples of Graduate Student Handbooks:

- [College of Engineering](#), particularly the section on grievances processes internal to the unit and beyond
- [College of Education, Seattle](#), particularly for its treatment of local program requirements and expectations
- [School of Educational Studies, Tacoma](#), particularly for its list of student resources
- [School of Pharmacy, Pharmaceutics](#), particularly for its hyperlinks to important documents, templates and webpages