Council of Graduate Schools
Completion and Attrition in AGEP and non-AGEP Institutions
Policies, Practices, and Interventions Template(Website Version)

INSTRUCTIONS: *For each science, technology, engineering, and mathematics (STEM) doctoral program:*

(1) indicate the policies, practices, and interventions that are in place as of the **DATE** *by using an "yes" and "no"*

(2) estimate the number of years that each policy, program, and intervention has been in place; and

(3) for those policies, practices, and interventions that you feel have a particularly significant impact on completion among underrepresented minority STEM doctoral students, provide a brief description and explanation

INSTITUTION:	
NAME OF THIS PROGRAM:	
NAME OF PERSON COMPLETING THIS TEMPLATE:	
PHONE:	
EMAIL:	

Policies, Practices, and Interventions	Using "yes" and "no", indicate whether the policy, practice, or intervention has been in place as of **DATE**	Estimated total number of years in place: A = 0-1 year B = 2-7 years C = 8+ years D = unknown	Briefly highlight a few of the policies, programs, and interventions that have had a particularly positive impact on completion rates among underrepresented minority students enrolled in your doctoral program.
Selection and Admissions			
Offer pre-admissions visits to campus			
Plan faculty visits to prospects' campuses			
Engage in targeted recruitment for underrepresented minority students at minority-focused job fairs and conferences			
Engage in targeted recruitment for URM students at minority-serving institutions			
Engage in targeted recruitment via programs such as the McNair Program and the Leadership Alliance			
Arrange visitation events for accepted students			
Involve faculty in admissions decisions			
Make completion/attrition/placement/etc. data publicly available			
Provide department/faculty profiles via web/print material			
Select students on basis of "fit" to program			
Use summer research opportunities as recruitment tools			
Other			
Advising and Mentoring			
Assign designated advisor upon enrollment			
Provide graduate handbook to students			
Hold program/department orientation for new graduate students			
Provide faculty record of advisees' success in program to students			
Offer a clear process for selection/assignment of advisors			
Provide information on changing advisors			
Use early research experiences as mentoring tools			
Provide targeted mentoring for ABD students			
Permit students to have multiple faculty mentors (especially for interdisciplinary programs)			
Provide peer mentoring program			
Offer new faculty advising/mentoring workshops			
Provide web-based mentoring resource for faculty			
Grant faculty mentoring awards			
Conduct annual student evaluations (preferably written)			
Other			
Research Mode			
Encourage early research involvement (e.g., lab rotations, etc.)			
Host research fairs			
Foster university-wide community of underrepresented minority students			
Encourage collaborative research/publications between faculty and students			
Other			

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Financial Aid/Funding			
Limit the number of quarters/semesters during which students are able to teach			
Integrate fellows into the department			
Provide travel grants enabling underrepresented minorities to attend professional meetings			
Offer guaranteed multi-year financial support			
Teaching assistantship			
Research assistantship			
Participation in traineeship program (e.g., IGERT, NIH)			
Provide paid health insurance			
Other			
Program Environment			
Have faculty/student social events			
Facilitate student/faculty program/research discussions/seminars			
Include student members on program committees			
Offer progressive teaching assignments over time			
Encourage student/visiting speaker interactions			
Have graduate students serve on faculty hiring committees			
Have graduate student organization within program/department			
Have minority graduate student organization within program/department			
Offer organized student/peer support group			
Provide office space for students within programs/departments			
Use technology to facilitate student interactions (e.g. listservs, social media, etc.)			
Host graduate student honors/awards/recognition ceremony			
Have a department lounge (e.g., journals, notices, food/beverages, etc.)			
Ensure transparency in program environment			
Other			
Curricular Practices and Procedures			
Administer exit interviews/surveys (completers & non-completers)			
Track students' academic progress			
Track students' placement and career outcomes			
Make available periodic program review outcomes, profiles			
Provide teaching assistant preparation workshops			
Facilitate student/graduate school dialogues (e.g., Meet the Dean)			
Have a newsletter: interdisciplinary/community opportunities (electronic or printed)			
Offer student professional development workshops/seminars			
Host seminars/workshops for minority students			
Provide information on dissertation process			
Offer dissertation workshops/camps/ fellows/resources			
Have a web-based dissertation progress tracking tool			
Have orientation for graduate program directors and graduate secretaries			
Convene routine meetings between graduate deans and program directors			
Have process for grievances, conflict resolution, ombudsman			
Provide candidacy certificate/recognition			
Other			