CEHD Graduate Education Service-Level Agreement

November 2015

Listed below are graduate education services provided by the CEHD Dean’s Office, with estimated times for the tasks to be completed. We make every effort to complete requests as quickly as possible. Please keep in mind that the beginning and end of every term (spring, summer, fall) are especially busy, when our office receives many requests.

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| **Task** | **Contact** | **Time Estimate** | **Notes** |
| Graduate faculty exceptions request | Michael DallaValle | 2-3 business days |  |
| Time extension requests (GRD) | Michael DallaValle | 5-7 business days |  |
| Time extension requests (DMS) | Michael DallaValle | 2-3 business days |  |
| Committee workflow | Michael DallaValle | 3-5 business days |  |
| Leave of Absence | Michael DallaValle | 2-3 business days | LOA’s must be filed in the CEHD dean’s office at least two weeks before the first day of the semester in which the leave is requested to begin. |
| GRD GDP’s | Michael DallaValle | 2-3 business days | Please turn in no later than 4 business days prior to end of the month in order to meet GSSP deadlines. |
| DMS GDP’s | Michael DallaValle | 2-3 business days | Under review emails will be sent to student within 2-3 business days of receipt |

\*\*DMS (M.Ed, post-bac certificate, and additional licensure) has moved to the Office of Graduate Admissions effective Spring 2016.

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