

Advising Interdisciplinary Studies (MAIS) Students at a Glance

WHO...	THE MAIS DIRECTOR	THE CONCENTRATION HEAD	THE PROJECT/THESIS COMMITTEE CHAIR	NOTES
Reviews applications?	✓	✓		Concentration Head & MAIS Director input decision, but only OGA can <i>admit</i> students.
Orients new students?	✓	✓		
Conducts degree planning?		✓		
Signs curriculum worksheets after ensuring accuracy?		✓		Must be legible & accurate!
Signs paperwork to make curricular exceptions?	✓	✓		Signature Order: 1. Student 2. Concentration Head 3. MAIS Director
Helps the student form a committee?		✓	✓	
Helps the student identify a research topic?		✓	✓	
Signs the MAIS 797 Registration Checklist?			✓	
Approves the student's project/thesis proposal?	✓	✓	✓	Signature Order: 1. Committee 2. Concentration Head 3. MAIS Director
Signs the MAIS 798/799 Registration Checklist?			✓	The other committee members are recorded here.
Serves as instructor of record for MAIS 798/799?			✓	
Approves student projects?	✓	✓	✓	No dean's signature required; MAIS stores finished projects.
Approves student theses?	✓		✓	The CH can review but can't sign. Dean signs; UDTS stores.
Attends graduation?	✓	✓	✓	😊
Troubleshoots any of the above?	✓			