Vision
We envision inclusive and thriving graduate education experiences with strong graduate student services at Utica College.

Mission
The mission of the Office of Graduate Studies is to provide a quality, streamlined graduate experience by supporting graduate students and faculty, administering effective and consistent policies and procedures, and connecting graduate students to each other and Utica College.

Objectives

- **Support graduate students and faculty**
  - **Outcome**: The campus community, including Seniors taking 500-level graduate courses, will recognize the Office of Graduate Studies as a resource for assistance, guidance, support, and advocacy. (cognitive – knowledge)
    - **Significant Activity**: Coordinate Graduate Student Orientation
  - **Outcome**: Graduate students and faculty will seek assistance from the Office of Graduate Studies. (affective – responding to phenomena)
    - **Significant Activity**: Provide tools to help graduate students be successful (e.g., OGS website)
    - **Significant Activity**: Staff is customer service-focused
  - **Outcome**: Members of the campus community who seek assistance from the Office of Graduate Studies will feel supported. (affective – valuing)

- **Administer effective and consistent policies and procedures**
  - **Outcome**: Members of the campus community will know to contact the Office of Graduate Studies for clarification and guidance about policies and procedures relevant to all graduate students. (cognitive – knowledge)
    - **Significant Activity**: Assist others in navigating graduate policies and procedures
  - **Outcome**: Members of the UC graduate community (students, staff, and faculty) will feel that policies and procedures are clearly defined and easy to follow. (affective – valuing)
    - **Significant Activity**: Review and revise graduate forms and procedures
    - **Significant Activity**: Move to electronic submission of theses and capstone projects

- **Connect graduate students to each other and Utica College**
  - **Outcome**: Graduate students will participate in opportunities to engage with other graduate students and the Office of Graduate Studies. (affective – responding to phenomena)
    - **Significant Activity**: Increase informational communication to graduate students (e.g., Grad Connect e-newsletter)
    - **Significant Activity**: Create opportunities for graduate students to engage with one another and other members of Utica College (e.g., Trax Connect, programs)
  - **Outcome**: Graduate students will feel as if they are a part of the Utica College community. (affective – valuing)
    - **Significant Activity**: Plays significant role in coordinating the Graduate Commencement Ceremony