

# ADMINISTRATION OF PROGRAM

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Each student must meet the special requirements of the major department and comply with all policies and legislation concerning curricula or work leading to graduate degrees as formulated by the Graduate Council and administered by the Dean of the Graduate School as authorized by the Board of Regents and the Chancellor and President of the University.

When a master's student is accepted into a program, the dean, director, or department chair will appoint an academic advisor who is responsible for the student's program until an advisory committee is appointed. The name of the student's advisor will be included in the official notification of acceptance sent to the student's official TWU email by the Office of Admissions on behalf of the Graduate School. A master's degree plan will be automatically developed in Student Self-Service & Student Planning (<https://servicecenter.twu.edu/TDClient/1956/Portal/KB/?CategoryID=5964>) and can be accessed through the student's portal account. Changes to a student's program degree plan are made by the student in consultation with their academic advisor. Changes must be submitted by the advisor to the Registrar's Office using the proper form available on the Registrar's website (<https://twu.edu/registrar/>).