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Guide to the School of Graduate and Continuing Education records

University of San Diego School of Graduate and Continuing Education

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Guide to the School of Graduate and Continuing Education records

Overview of the Collection

- Title:** School of Graduate and Continuing Education records
- Dates:** 1960-2001
- Creator:** University of San Diego
- Quantity:** 3 boxes, (2.5 linear feet)
- Summary:** The records of the School of Graduate and Continuing Education contain correspondence, meeting materials, reports, and survey materials related to the function of the School.
- Identification:** USDA_2012_003
- Language:** English
- Repository:** [University of San Diego, Archives and Special Collections](#)
Copley Library
5998 Alcalá Park
San Diego, CA 92110
Telephone: 619-260-2730
spcoll@sandiego.edu
-

Historical Note

The School of Graduate and Continuing Education consisted of the Office of the Graduate Dean, the Office of Graduate Admissions, the Division of Continuing Education, the Graduate Career Programs, and the Summer and Intersession Programs. Until 1997, all of University of San Diego graduate programs, with the exception of the School of Law, were administered by a Graduate Dean's Office and the School of Graduate and Continuing Education. The Associate Dean assisted the Graduate Dean in overseeing all areas of the School. In addition, the Associate Dean monitored the progress of graduate students, and coordinated with

other campus offices regarding student data and policy making. In 1997, the School was restructured which led to more autonomous graduate programs and the dissolving of the Graduate Dean's Office.

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Scope and Content Note

The records of the School of Graduate and Continuing Education contain correspondence, meeting materials, reports, and survey materials related to the function of the School. A large portion of the correspondence deals with policy development and procedural information. Committees represented in meeting materials include the Graduate Council, the Graduate Task Force, and the Tuition Committee. While these are represented in this collection, the set of meeting materials does not represent all meetings for each committee. Meeting materials include agendas, minutes, and research for committee members to review. Also included is a Fact Book which provides enrollment trends, summaries, survey information and analysis of the graduate programs dated 1972 to 1990. These records are primarily those of Elizabeth O'Connell who served as Associate Dean between 1993 and 1997, and these comprise the first series. Series' two and three consist of Graduate Studies Committee files and few records from long-serving Dean Raymond Brandes. These records

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Arrangement

This collection is arranged into three series:

[Series I: Associate Dean records](#)

[Series II: Graduate Studies Committee files](#)

[Series III: Dean Brandes records](#)

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Restrictions

Some records in this collection are restricted to departmental research only. Please contact University Archives for research inquiries.

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Related Material

For additional records pertaining to the School of Graduate and Continuing Education, see the Graduate Records Office records, the Graduate Council records, and the Raymond Brandes papers.

Select publications have been removed and included in the Library Catalog. Photographs have been removed to photograph storage for preservation purposes. Photocopies of photographs were made and remain in the original location.

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Index Terms

University of San Diego--School of Graduate and Continuing Education
San Diego (Calif.)
administration
Universities and colleges--Graduate work

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Administrative Information

Preferred citation

[Folder Title], Box # Folder #, School of Graduate and Continuing Education records, Copley Library, University of San Diego, Archives and Special Collections.

Processing Information

Initial processing of this collection was conducted by Tessie Camina in 2012. Further processing was conducted by Ashley Toutain in 2017.

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