

2018

Guide to the Graduate Records Office records

University of San Diego

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TABLE OF CONTENTS

[Overview of the Collection](#)

[Historical Note](#)

[Scope and Content Note](#)

[Arrangement](#)

[Index Terms](#)

[Related Material](#)

[Administrative Information](#)

[Detailed Description of the Collection](#)

[Graduate Programs, 1977-2009](#)

[Intersession Records, 1970-1987](#)



Guide to the Graduate Records Office records

Overview of the Collection

- Title:** Graduate Records Office records
- Dates:** 1977-2009
- Creator:** University of San Diego
- Quantity:** 2 boxes, (1.5 linear feet)
- Summary:** These records contain correspondence and informational materials about the various graduate programs at the University of San Diego. These records document policy and procedural changes undertaken in the various programs largely throughout the 1990s. Course requirements and requirements for admission and graduation make up a large portion of these records.
- Identification:** USDA_2009_04
- 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 Graduate Records Office headed by the Assistant Registrar, is responsible for the management and supervision of graduate records and dissemination of pertinent information to all graduate students, with the exception of the Law School. Employees of the Graduate Records Office implement and oversee all aspects of graduation clearance, and maintain up-to-date records regarding admission and graduation requirements for each existing and newly created program. 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. 1997 brought a restructuring which led to more autonomous graduate programs and the dissolving of the Graduate Dean's Office. The Graduate Records Office became the central administrative body to manage the records of graduate students and the graduate programs.

[Return to the Table of Contents](#)

Scope and Content Note

These records contain correspondence and informational materials about the various graduate programs at the University of San Diego. These records document policy and procedural changes undertaken in the various programs largely throughout the 1990s. Course requirements and requirements for admission and graduation make up a large portion of these records. Among the represented graduate programs are Business Administration, the School of Education, the School of Nursing, and Marine and Environmental Science. Also included among these materials are reports, statistical information about various programs, and student surveys about the Business Administration program.

In addition to programs offered during the regular academic cycle, the University of San Diego offered Intersession courses. These were both undergraduate and graduate level courses available to USD students, alumni, and interested San Diegans. As the Director of Graduate and Special Programs, Raymond Brandes headed the planning of these Intersession courses. This collection includes course information, publicity, course planning correspondence, and enrollment statistics for USD Intersessions 1970-1987. While the majority of the intersession records cover Winter Intersession, some Summer Intersession records are included as well.

[Return to the Table of Contents](#)

Arrangement

The Graduate Records Office records are arranged into two series:

[Series I. Graduate Programs](#)

[Series II. Intersession](#)

[Return to the Table of Contents](#)

Restrictions

This collection is closed to university departmental research only. Please contact University Archives and Special Collections with research inquiries.

[Return to the Table of Contents](#)

Related Material

For additional records pertaining to the School of Graduate and Continuing Education, see the School of Graduate and Continuing Education Associate Dean records.

[Return to the Table of Contents](#)

Index Terms

University of San Diego--School of Graduate and Continuing Education
Brandes, Ray, 1924-2014
San Diego (Calif.)
administration
Universities and colleges--Graduate work

[Return to the Table of Contents](#)

Administrative Information

Preferred citation

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

Processing Information

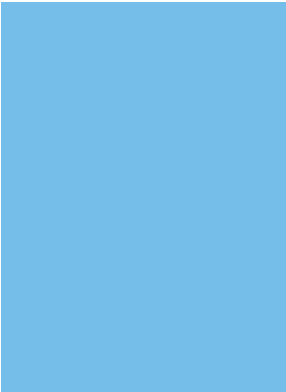
This collection was processed by Tessie Camina in 2009. Further processing was conducted by Ashley Toutain in 2017.

[Return to the Table of Contents](#)

Detailed Description of the Collection

Series I: Graduate Programs, 1977-2009

This series contains correspondence and informational materials about the various graduate programs at the University of San Diego. The bulk of the



material in this series documents policy and procedural changes throughout the 1990s as well as course requirements and requirements for admission and graduation.

These records are arranged in alphabetical order.

Series II: Intersession Records, 1970-1987

This series includes enrollment numbers, publicity, bulletin information and planning correspondence for Winter Intersession courses. Some Summer course information is also included.

These records are arranged in chronological order.