

Providence College

DigitalCommons@Providence

---

New Faculty Orientation

---

2019

## Office of the Dean of Undergraduate & Graduate Studies (DOUGS)

Office of the Dean of Undergraduate & Graduate Studies (DOUGS)

Follow this and additional works at: <https://digitalcommons.providence.edu/nfo>

---

Office of the Dean of Undergraduate & Graduate Studies (DOUGS), "Office of the Dean of Undergraduate & Graduate Studies (DOUGS)" (2019). *New Faculty Orientation*. 3.  
<https://digitalcommons.providence.edu/nfo/3>

This Article is brought to you for free and open access by DigitalCommons@Providence. It has been accepted for inclusion in New Faculty Orientation by an authorized administrator of DigitalCommons@Providence. For more information, please contact [dps@providence.edu](mailto:dps@providence.edu).

## PROVIDENCE COLLEGE

# Office of the Dean of Undergraduate & Graduate Studies

**COMING SOON!** *The Faculty Resource Page* on the DOUGS website.  
Sample topics: syllabus guidelines, new course proposals, new major/minor proposals, academic integrity policy/reporting, and so much more.

**Fr. Mark D. Nowel O.P., Ph.D.**

*Dean of Undergraduate & Graduate Studies*

**Wanda S. Ingram, Ed.D.**

*Senior Associate Dean of Undergraduate Studies  
Freshman Class Dean*

**Janet V. Ray, Ed.D.**

*Assistant Dean/Director of  
International Student Success  
Sophomore Class Dean*

**Joseph A. Gemma, M.B.A.**

*Assistant Dean of Undergraduate Studies  
Junior Class Dean*

**Denise Anne Godin Paul, M.S.**

*Senior Associate Dean of Undergraduate &  
Graduate Studies  
Senior Class & Graduate Student Dean*

**Ralph E. Tavares, M.B.A.**

*Assistant Dean/Director of  
Multicultural Student Success*

**Peter J. Palumbo, M.A.**

*Director of Academic Advising*

**Cynthia M. Spinola, M.S.**

*Assistant Director of Academic Advising*

**Jacqueline K. MacKay, M.A.**

*Director of Parent Program*

### PROVIDENCE COLLEGE

Office of the Dean of Undergraduate  
& Graduate Studies

Harkins Hall 213

Phone: (401) 865-2495

Fax: (401) 865-1496

academicdean@providence.edu

dean-office.providence.edu

The Office of the Dean of Undergraduate and Graduate Studies has the overall responsibility for the academic monitoring of students and provides general academic advisement to students in all majors. The Office of the Academic Dean is involved in a variety of academic areas including:

- Academic Advisement/Monitoring
- Academic Policies/Procedures
- Academic Standing: Dismissals & Probation
- Commencement/Graduation for Undergraduate & Graduate level students
- Undeclared Program
- Mid-Semester Progress
- Pass/Fail Grade Option/Repeat Course Option
- Individualized Major Planning/Approval
- Course Registration Adjustments
- Cross-Enrollment
- Degree Audits
- Oversight of merit-based scholarships
- International Student Success
- Multicultural Student Success Program
- Multicultural Scholarship Program
- Referrals to other departments
- Rhode Island Language Consortium Program
- Transfer/Summer/Winter Course Approvals
- Voluntary Withdrawals

The Office of the Dean of Undergraduate and Graduate Studies provides input to the Committee on Studies, advising on the introduction of new courses, new programs, new concentrations, as well as with the overall evaluation of academic policies. The Office also assists the Committee on Academic Status, which is charged with the responsibility to hear student petitions for readmission following academic dismissal, as well as petitions by students seeking a change to their current graduation class.