A senior faculty member, appointed by the dean, serves as director of graduate studies (DGS) for each department or program. The directors of graduate studies are responsible for the satisfactory administration of the programs and function as advisers and guides to all graduate students in their respective departments and programs. They help graduate students to plan an appropriate course of study and research, and advise on and approve course schedules. The DGS acts as the liaison between each student in the department or program and the Office of the Dean.