Graduate Degree Program Directors/Coordinators

The Graduate Program Director (GPD) in an academic unit is a faculty member appointed by the unit administrator (Chair) to administer its graduate program(s). The GPD makes recommendations for program matters such as admission, approval for Programs of Study, Thesis and Dissertation committees, and student appeals. It is the GPD’s responsibility to coordinate the department’s program with COGS. The GPD receives all inquiries, applications, announcements, and requests for data and information relative to the academic program(s). The GPD also communicates College of Graduate Studies (COGS) policies and actions to program faculty and graduate students. Graduate Program Directors are expected to be knowledgeable of degree requirements, Graduate School regulations and procedures, and the general organization of the University as it affects graduate students. The specific duties of the GPDs include but are not limited to:

• processing and evaluation of applications;
• transmitting to the Office of Graduate Admissions the program’s recommendation on student applications for admission;
• notifying COGS of the student’s progress towards the degree (exams, etc.);
• endorsing the student’s program of study via DegreeWorks;
• approving program course substitutions via DegreeWorks;
• maintaining unit files on prospective, present, and past students;
• providing department endorsement of requested exceptions to University policy;
• attendance and participation in COGS Program Director meetings and functions; and
• reviewing student appeals regarding academic program matters.