

NEW GPD CHECKLIST

Congratulations on your new role as Graduate Program Director! Use this Checklist to help you complete the necessary steps to assume the responsibilities of a GPD.

GETTING STARTED	<ul style="list-style-type: none">■ Notify the Graduate School's Office Support Specialist to be added to the GPD listserv to receive important notifications.■ Submit a SARF to receive access to: Radius (admission); Banner Student (student records); ImageNow/WebNow (additional student records); and, if needed, Cascade (website updates).■ Familiarize yourself with the content of the GPD Handbook, your go-to reference document for GPDs.■ Watch your email for an invitation to attend one of the GPD meetings held by the Graduate School at the start of each semester.
ADMISSION & RECRUITMENT	<ul style="list-style-type: none">■ Contact the Assistant Director of ESRA to receive Radius/AppReview training.■ Meet with the Director of Graduate and International Admissions to discuss recruitment strategies and efforts.■ Mark your calendar to attend the Graduate School Open House in mid-October.
STUDENT RETENTION	<ul style="list-style-type: none">■ Evaluate your current department orientation for new students, and use the Graduate Student Orientation Toolkit as a resource to consider additions or improvements.■ At the end of each term, Graduate Records will notify you of students below the 3.0 minimum GPA. For those that have completed 15 hours or more, a Graduate Student Academic Review form must be completed.
PROGRAM MANAGEMENT	<ul style="list-style-type: none">■ Course and program changes are submitted through CurricUNET, and must receive approval by Graduate Council and Provost's Office before implementation. Changes should be approved by January for implementation for the following fall semester. Some minor changes are eligible for expedited processing via EZ forms.■ Check your department's program review schedule, prepare any required documents, and attend meetings accordingly. Review your program's assessment plan and submit the annual report by the second Monday in October.

Questions?

Contact the [Director of Graduate Education](#) for assistance