Graduate Program Coordinators (GPC) are APSU employees selected by the Chair‡ of the department (or other APSU administrator) to serve on behalf of the Chair in matters dealing in graduate education, inclusive of all locations and delivery methods of the graduate program(s). Depending on the Department Chair, GPCs may have the full authority of the Chair in terms of admission, permits into graduate courses, graduate assistantship hiring and discipline actions, exceptions to policies, and modifications to curricula and policies in accordance with APSU curriculum policies. The exact duties and responsibilities of the GPC are at the discretion of the Department Chair.

General Responsibilities:

* Graduate Academic Council member – GPCs serve as voting members of the Graduate Academic Council (GAC). The charge of the GAC is to “deliberate additions and amendments to graduate courses and curricula as well as policies/regulations/guidelines impacting graduate programs, and makes recommendations to University Curriculum Committee and/or other University officials. GAC may initiate studies that are concerned with the welfare of graduate programs.”
* Recruitment, admissions, and advising – GPCs answer prospective student questions, serve as the admissions officer for the GPC’s specific graduate program, and GPCs serve as the initial advisor post-admission. And, depending on the Chair, the GPC may have permit authority for graduate students to enroll in selected graduate courses, as well as, serve as the hiring manager for Graduate Assistantships.
* Graduate Student Progression – in some instances, when a graduate student does not have a thesis/dissertation advisor, the GPC will serve as the authenticating person for the Graduate Plan of Study and Verification of Completion for the conferral of degree or certificate.
* Review transfer credit or consortial credit to determine if the coursework is comparable to a designated APSU credit experience and is consistent with the APSU mission.
* Assist with institutional effectiveness/program assessment unless the department has assigned an assessment coordinator.

 As of October 23, 2019