



PROGRAM ADMINISTRATOR:

- The Program administrator is responsible for all admission and graduation related paperwork and serves as administrative advisor to the student and administrative assistant to the Program Director. The Program Administrator alerts students about upcoming deadlines and necessary forms, and reminds them about course work that is required for graduation. The Program Administrator also encourages students to communicate frequently with the Program Director or Graduate Advisor (if applicable), so that he/she is aware of the students' long-term aspirations and can advise them accordingly regarding their selection of elective courses and other career building engagements.

MARKETING & RECRUITMENT:

- The faculty Program Director discusses expectations and opportunities with the Program Administrator for involvement in marketing and recruitment efforts, possibly in collaboration with the Graduate School's Director of Recruitment. (Kristine.Sikora@cuanschutz.edu)
- The Program Director provides input into the design of a program specific website and encourages the Program Administrator to keep it updated and have information posted that is valuable for prospective and current students, as well as the program's Graduate Faculty
- The Program Administrator maintains the Program Handbook and posts it on the program website or makes it otherwise available

APPLICATION/ADMISSION REQUIREMENTS:

- The Program Director selects the Program Admission Team
- The Program Director Meets with potential student applicants for academic advice regarding selection
- In collaboration with Program Admission Team, Program Director defines application and admission requirements and can serve as a member of the Admissions Team

GRADUATION REQUIREMENTS:

- At the beginning of each semester, the Program Administrator alerts the students about upcoming semester deadlines regarding course registration, addition and withdrawals, and requests for examination, graduation and related issues.
- The Program Director, in collaboration with the Program Graduate Faculty, outlines the minimum graduation requirements in accordance with the [Graduate School Policies and Procedures](#) and specifies any more stringent expectations the program might have for its students. These requirements should be recorded in the program handbook and/or the program website.
- The Program Administrator ensures the timely submission of Exam Request Forms, Exam Report Forms, Thesis Approval Forms (if applicable), Application for Candidacy, and related requirements.

GRADUATE FACULTY:

- The Program Director attends the Graduate School Program Director meetings or sends a representative and shares the minutes of the meetings with the program Graduate Faculty
- The Program Director approves the nomination of Program Graduate Faculty members for special or regular Graduate Faculty Appointments according to the [Graduate School Quick Chart](#)
- The Program Director in collaboration with the program's Regular Graduate Faculty members, specifies additional requirements that the program might have for its faculty such as teaching and mentor ship expectations.

- The Program Director, possibly in collaboration with the Director of the Graduate School's Career Development Office, Dr. Bruce Mandt (bruce.mandt@cuanschutz.edu), encourages students, through graduate faculty mentors, to participate in career development activities.

STUDENT PROGRESS:

- Program Administrators monitor the students' progress/possible probation status and the fulfillment of graduation requirements and the students' timely graduation.
- The Program Director either recruits a separate Academic Graduate Advisor from his/her Regular Graduate Faculty or serves as Academic Graduate Advisor him/herself.
- It is strongly advised that students receive regular mentoring from a faculty Advisor, in addition to any advice on academic requirements and other information from the Program Administrator. Ideally Academic Graduate Advisors should meet with each program student at least once a semester. Beyond the students standing and progress in his/her thesis work or project, discussions with the Graduate Advisor should include issues related to the student's career aspirations. If needed/appropriate, students can be encouraged to seek further advice from the Graduate School's Career Development Office, CU's Career Center, the CU Experimental Learning Center and other organizations that assist students in deciding on the next steps in their careers.

GRADUATION:

- Program Administrators encourage students in-time submission of all required paperwork, including thesis submission, and remind students about the registration for the Graduation Ceremony.
- After a student's defense and depending on the program affiliation with the Graduate School, we ask that Program Administrators remind the graduates to participate in the Graduate School's exit survey
- Program Directors consult with Graduate Faculty about various awards that are issued by the College or the Graduate School

ALUMNI RELATIONS:

- Program administrators update program tables for the academic year that include information such as
 - Total number of program applicants
 - Instate /out of state?
 - Gender?
 - URM?
 - CU undergraduate?
 - Total number program enrollments
 - Instate /out of state?
 - Gender?
 - URM?
 - CU undergraduate?
 - Total number graduates
 - Name of thesis/project advisors, committee members
 - Thesis Title, Project Subject
 - Next steps in graduates' careers/jobs
 - Address and email address listed in application

Much of this collected information will also come in handy for recruitment materials and program reviews
- Program Directors, in collaboration with Program Administrator and Graduate Faculty and Students might compose an annual program newsletter that briefly describes the highlights of the academic year, including the graduates of that year. Possible formats can be discussed with the Graduate School's director of recruitment, Dr. Kristine Sikora (Kristine.sikora@cuanschutz.edu)