

Graduate Program Coordinator Resource Manual



College of Graduate Studies

Revised

08/17/22

The purpose of this manual is to provide Graduate Program Coordinators (GPC) information related to the admission process, as well as provide information on frequently asked questions and common issues GPC's tend to come across.

If you have a question not addressed in this manual, please contact the Associate Dean at 931-221-7416.

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College of Graduate Studies Vision Statement

The College of Graduate Studies fosters an intellectual community of advanced learning within an environment of scholarship, research, and creative activities engaging faculty and students with partnerships representative of a global society as students acquire knowledge, skills and values for life and work.

College of Graduate Studies Mission Statement

The College of Graduate Studies ensures that a clear distinction is made between undergraduate programs and graduate programs and, as such, develops advanced programs and services addressing national needs and provides a mechanism for collaborative opportunities in research, creative and scholarly activities. These connect university expertise with private and public resources, and contribute significantly to the intellectual, economic, social, physical, and cultural development of the region, and, therefore, the nation. The College of Graduate Studies engages students in graduate education of a superior level of academic achievement that promotes the knowledge of society, global awareness, and continuous learning skills, and values as well as prepares them for doctoral studies.

Graduate Program Coordinator Description

GPC's 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 Program 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.

Graduate Admissions

College of Graduate Studies Admission Policy

The College of Graduate Studies has minimum admission requirements for the purpose of admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements. The College of Graduate Studies requires official transcripts from all colleges and universities attended for both undergraduate and graduate coursework; these must be submitted directly to APSU by the institution and show that a bachelor's degree was earned from a regionally accredited institution, and a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs). Additional admission requirements could be imposed by each graduate program (e.g. letters of recommendation, writing sample, vitae, entrance exam scores, etc.).

- Entrance exams can be no more than five (5) years old.
- The GRE school code for APSU is 1028.
- Departments may accept the Entrance Exam Waiver Form for a previously earned Master's or undergraduate cumulative GPA's of at least a 3.5. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/future-students/admissions-forms.php>.

GPC's are encouraged to view the Graduate Bulletin for the most up to date information related to admission requirements for individual programs.

The Application Process

Students apply to a specific graduate program through the APSU application portal in OneStop. Once an application is submitted, Graduate Admissions will receive the application the following business day and the application will be processed (depending on volume). The student may submit admission materials whenever the documents become available, and Graduate Admissions will include the documents in the students file. Once the student's file is complete (i.e. the student has uploaded/submitted the documents required on the programs checklist), Graduate Admissions will "refer" the student to the Graduate Committee for review. Keep in mind, however, that once a student has applied and the student appears in the Graduate Committee link, each GPC is able to view the student file and supporting documentation. The GPC does not have to wait for the student to be "referred."

Viewing Graduate Applicants using Graduate Committee

In order for GPC's to view graduate applications, access must be granted to the Graduate Committee link in OneStop. In order to gain access, GPC's should email the Associate Dean and request access for a specific program. Once the request is made, the GPC should have access to the Graduate Committee link within 24 hours.

Listed below are the steps to view graduate applications using the Graduate Committee link:

1. Log into OneStop.
2. Select Web Self Service.
3. Select Faculty and Advisors.
4. Scroll down to the bottom of the links and select "Graduate Committee."

- Maintain Keystone Courses
- NEW!** AP Schedule Planner Faculty View
- NEW!** Schedule Planner Advisor Mode
- Student GPA
- Graduate Committee**
- APSU 1000 Surveys
- Undergraduate Admissions
- Course Evaluations
- NEW!** Curriculum

5. Select the term in order to view applications.
6. Choose the "Select" button to view a detail of each student.

<input type="checkbox"/>	[REDACTED]	A009	[REDACTED]	HHP	None	N	N	Select
<input type="checkbox"/>	[REDACTED]	A007	[REDACTED]	HHP	None	N	N	Select

7. View the contact information and checklist items of each student. The checklist is based on the program admission requirements for each program.

Contact Information

Phone	Address	City	State	Zip
931-3 [REDACTED]	212 [REDACTED]	Clarksville	TN	37 [REDACTED]
Campus Email		Personal Email		
[REDACTED]		[REDACTED]		

Application Information

Application Date	Application Status	Application Status Date	Application Decision	Degree Code	Major Code	Major Concentration Code
15-OCT-2019	Incomplete items outstanding	15-OCT-2019	None	MS	HHP	PECG

Checklist Information

Checklist Item	Item Description	Received Date
College Transcript	Middle Tennessee State Univ	Not Received
Verify Lawful Presence in US	FAFSA Received	24-OCT-2019
Graduate Application Fee	Waived	16-OCT-2019
Official GRE Scores		Not Received

8. View the entrance exam score information as well as GPA for each student.

GRE Score Information				
Test Date	GRE-V	GRE-Q	GRE-T	GRE-W
No Records				

GMAT Score Information			
Test Date	GMAT-V	GMAT-T	GMAT-Q
No Records			

MAT Score Information	
Test Date	MAT Score
No Records	

Prior Colleges			
College Name	GPA	Degree Type	Degree Year

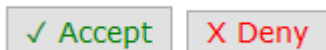
- View the details/supporting documents for GPA, entrance exam scores, letters of recommendation, personal statement, etc. in Content/Perceptive. Please see the “Viewing Applicant Materials using Content/Perceptive” section below for information related to logging in and viewing documents.



[Change Student](#)

[Content Login](#)

- After viewing admission requirements, make an admission decision using the “Accept” or “Deny” buttons.



- After an admission decision is made an automatic email is sent to gradadmissions@apsu.edu. The email is received the following business day and the admission decision is processed within 24-48 hours. Once the admission decision is processed a letter is triggered to the student within 24-48 hours.

Viewing Applicant Materials using Content/Perceptive

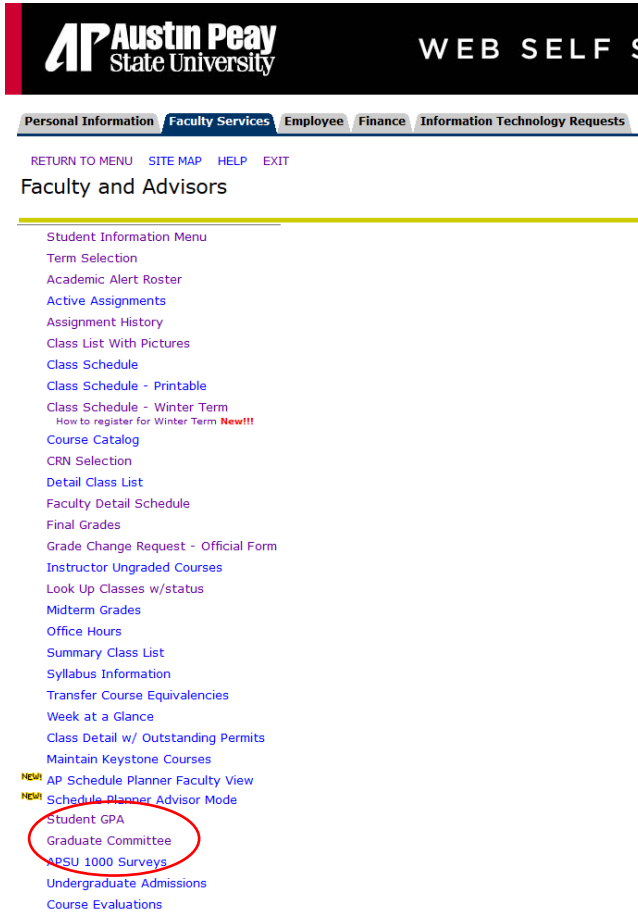
The purpose of this section is to provide information on Content/Perceptive for faculty/staff who:

- have the Graduate Committee link option.
- don't have the Graduate Committee link option.

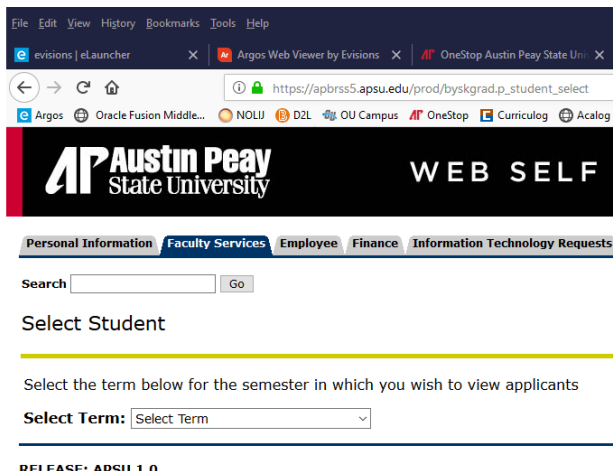
Section 1 – Accessing Content/Perceptive through the Graduate Committee link

- Log into OneStop.
- Select Web Self Service.

3. Select Faculty and Advisors.
4. Scroll to the bottom of the page and select Graduate Committee.



5. Select a term (in this example, Fall 2019 will be used).



6. View the dashboard of all students who are in the program.


Note: In this example, all programs are listed; however, GPC's will only be able to see the students who are tied the programs major code (e.g. EDUC, COUN, NURS, etc.).

Please select the student you wish to view or make a decision

Email	Student Name	A#	Major	Admit Decision	Advised	Registered	
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	CSQM	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	HCAD	Grad Conditional	N	N	Select History
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	CSQM	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	CSQM	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	HIST	Grad Regular Admit	N	N	Select History
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	CSQM	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	SWRK	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	CSQM	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	CSQM	None	N	N	Select
<input type="checkbox"/>	A [REDACTED]	A00 [REDACTED]	ENGT	None	N	N	Select

7. Select a student by clicking the “select” button.

Note: This will show the GPC information related to the student (e.g. contact information, the student checklist, GPA, entrance exam scores, and the “Accept” or “Deny” buttons). This is where the GPC will make admission decisions.



[Change Student](#)

[Content Login](#)

Contact Information

Phone	Address	City	State	Zip
916 [REDACTED]	9d [REDACTED]	Clarksville	TN	376 [REDACTED]

Campus Email	Personal Email
[REDACTED]	[REDACTED]

Application Information

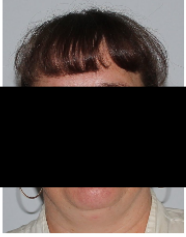

Application Date	Application Status	Application Status Date	Application Decision	Degree Code	Major Code	Major Concentration Code
29-AUG-2018	Decision Made	29-OCT-2018	Grad Conditional	MHA	HCAD	

Checklist Information

Checklist Item	Item Description	Received Date
College Transcript	[REDACTED] Tech	03-AUG-2016
College Transcript	[REDACTED] r College	03-AUG-2016
FORM DD-214	DD214 Member-4 Copy	08-AUG-2016
Verify Lawful Presence in US	FAFSA Received	29-AUG-2018

8. Select the “Content Login” option under the students name to log into Content.

Note: By logging into Content, GPC’s will be able to see all of the supporting documents for the information on the page below (If the student graduated from APSU GPC’s will not see the student’s transcripts from APSU in Content; the transcripts can be viewed in OneStop).

[Change Student](#)

[Content Login](#)

Contact Information

Phone	Address	City	State	Zip
91 [REDACTED]	90 [REDACTED]	Clarksville	TN	37 [REDACTED]

Campus Email	Personal Email
[REDACTED]	[REDACTED]

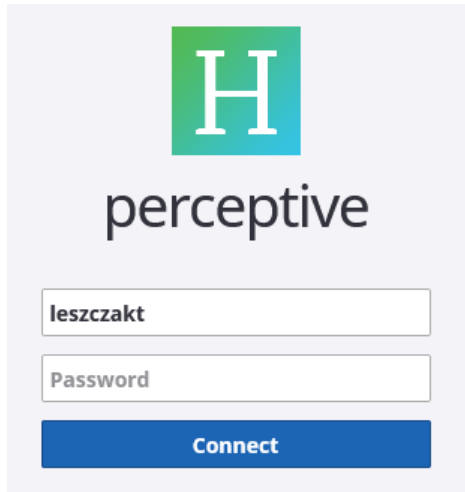
Application Information


Application Date	Application Status	Application Status Date	Application Decision	Degree Code	Major Code	Major Concentration Code
29-AUG-2018	Decision Made	29-OCT-2018	Grad Conditional	MHA	HCAD	

Checklist Information

Checklist Item	Item Description	Received Date
College Transcript	[REDACTED] Tech	03-AUG-2016
College Transcript	[REDACTED] College	03-AUG-2016
FORM DD-214	DD214 Member-4 Copy	08-AUG-2016
Verify Lawful Presence in US	FAFSA Received	29-AUG-2018

9. Log in using APSU login credentials to access Content.






perceptive


[Connect](#)

10. Once logged in, GPC's will see the screen below. Select "Documents."

Note: The first time GPC's log in an error message may show. Please select "Ok." This will only be required the first time.

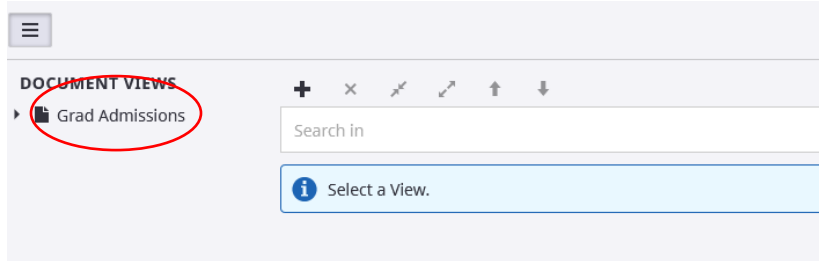


Documents

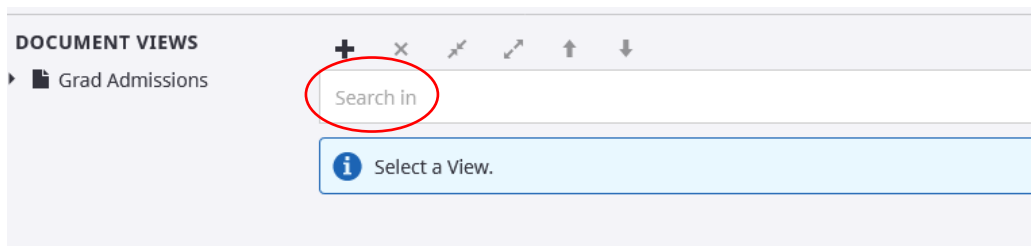


Workflow

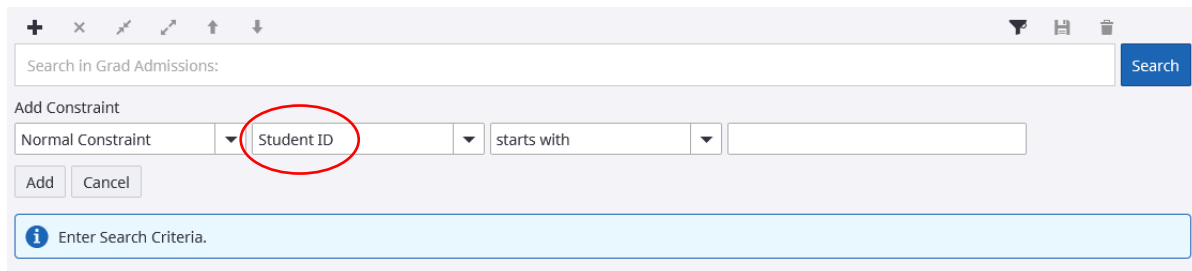
11. Select “Grad Admissions.” This step must be completed every time the GPC logs into Perceptive.



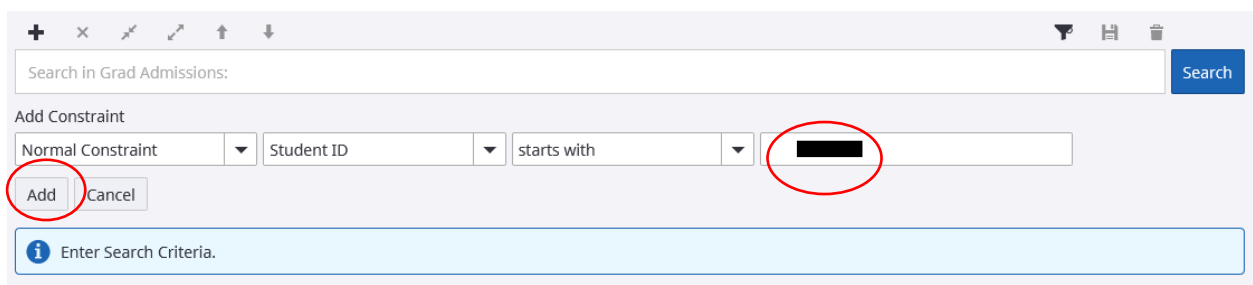
12. Place cursor in the area that says “Search in.”



13. A search box will appear. Under the second drop down, select “Student ID.”

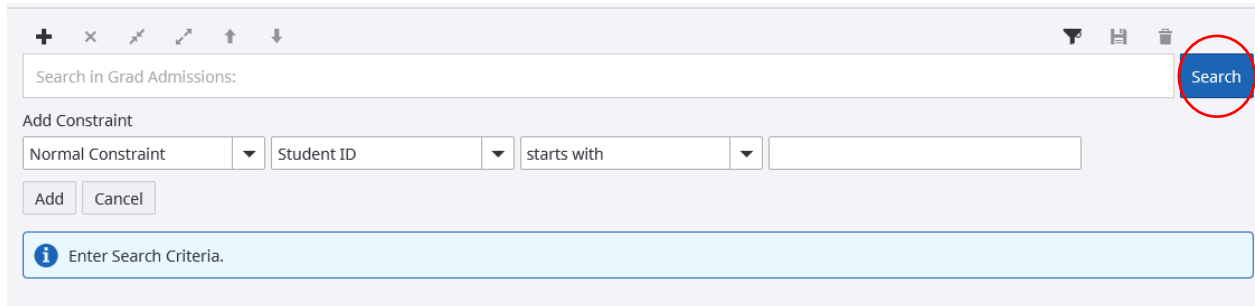


14. Enter the students A number in the fourth box and select “Add.” The A number can be found on the GPC’s OneStop Graduate Committee page.



15. Select Search.

*This will show the GPC all documents related to that A number.

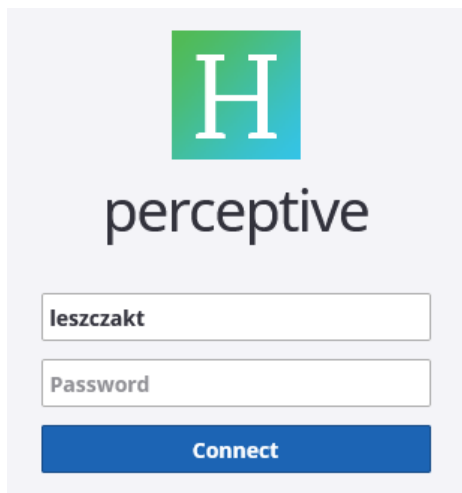


16. Select a document to view.

<input type="checkbox"/>		Student ID	Student Name	DOB	Term	Type	Created	College Name
<input type="checkbox"/>		[REDACTED]	[REDACTED]	[REDACTED]	202184	GR Admissions Applications	5/7/2021 6:12 ...	
<input type="checkbox"/>		[REDACTED]	[REDACTED]	[REDACTED]	202184	GR College Transcript Unofficial	5/11/2021 8:2...	
<input type="checkbox"/>		[REDACTED]	[REDACTED]	[REDACTED]	202184	GR Admission Letters	5/14/2021 5:0...	
<input type="checkbox"/>		[REDACTED]	[REDACTED]	[REDACTED]	202184	GR Admission Letters	5/14/2021 5:0...	

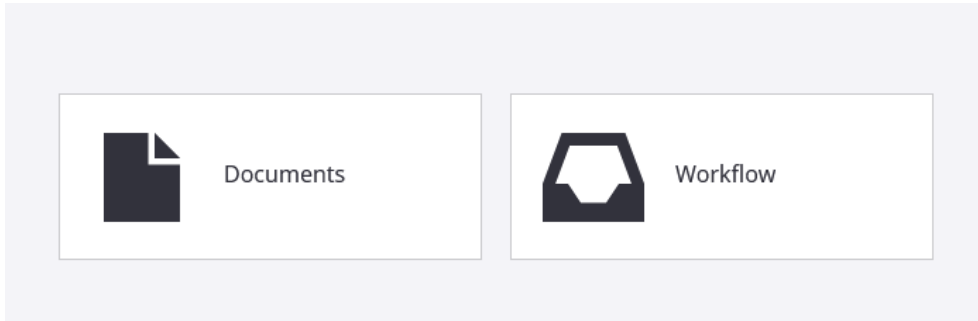
Section 2: Accessing Content through direct login (<https://docs.apsu.edu/experience/#home/apps>)

1. Go to <https://docs.apsu.edu/experience/#home/apps>.
2. Enter APSU login credentials.

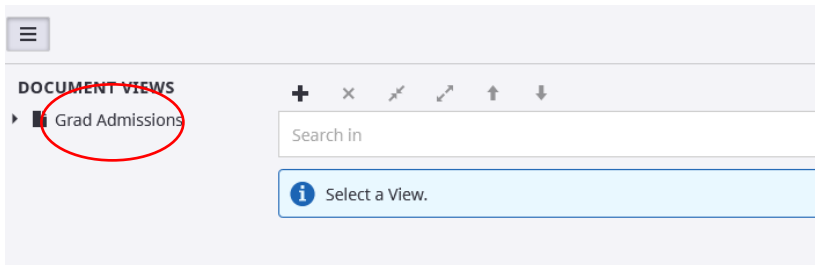


3. Once logged in, GPC's will see this screen. Select "Documents."

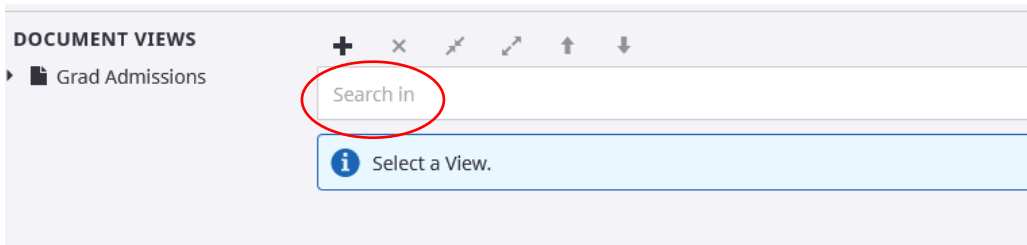
Note: The first time GPC's log in an error message may show. Please select "Ok." This will only be required the first time.



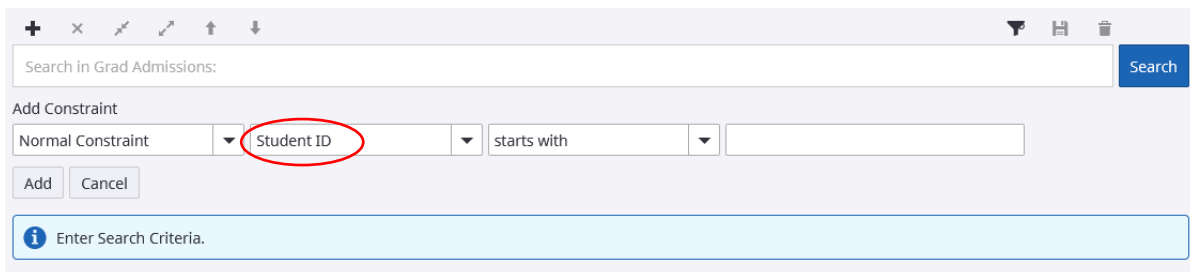
4. Select "Grad Admissions." This step must be completed every time the GPC logs into Perceptive.



5. Place cursor in the area that says "Search in."



6. A search box will appear. Under the second drop down, select "Student ID."



- Enter the student's A number in the fourth box and select "Add." The A number can be found on the GPC's OneStop Graduate Committee page.

Search in Grad Admissions: Search

Add Constraint

Normal Constraint Student ID starts with

Add Cancel

i Enter Search Criteria.

- Select "Search."

Note: This will show the GPC all documents related to that A number.

Search in Grad Admissions: Search

Add Constraint

Normal Constraint Student ID starts with

Add Cancel

i Enter Search Criteria.

- Select a document you want to view.

<input type="checkbox"/>	Student ID	Student Name	DOB	Term	Type	Created	College Name
<input checked="" type="checkbox"/>	AC [REDACTED]	[REDACTED]	[REDACTED]	202184	GR Admissions Applications	5/7/2021 6:12 ...	
<input type="checkbox"/>	AC [REDACTED]	[REDACTED]	[REDACTED]	202184	GR College Transcript Unofficial	5/11/2021 8:2...	
<input type="checkbox"/>	AC [REDACTED]	[REDACTED]	[REDACTED]	202184	GR Admission Letters	5/14/2021 5:0...	
<input type="checkbox"/>	AC [REDACTED]	[REDACTED]	[REDACTED]	202184	GR Admission Letters	5/14/2021 5:0...	

International Student Admissions

For policies specific to international student admissions and information about ongoing international student needs and support, contact the Office of International Student Services at internationaladmission@apsu.edu

Common GPC Responsibilities

Completing a Program of Study

Students who are admitted as of Spring 2020 will have their program of study automatically created based on the program chosen during the application process. Students who were admitted prior to Spring 2020 will need to complete a program of study with the GPC. The GPC will then send the program of study (via email) to graduation@apsu.edu.

Inputting an Activity Code for Degree Requirements (for students admitted as of Spring 2020)

If a program requires the student to complete a thesis, complete an oral exam, complete a written exam, or complete a research literacy assignment/paper, certain activity codes will have to be entered in Banner 9 by the GPC or their designee. By entering activity codes in Banner 9 there will be no need for committee signatures nor send any verification documents to the College of Graduate Studies. Entering the activity codes will be necessary for the degree to be verified by the Graduation Office and for the degree to be conferred. Not all programs will be required to enter activity codes; only those who require a thesis, oral exam, written exam, or research literacy paper.

To place an Activity Code on a student's record the GPC or their designee should log-in to Banner 9 (<https://www.apsu.edu/banner/>). Once logged in, type in **SGASTDN** and select the enter key on the keyboard. Type in the student A#, current term, and select "GO." On the next screen (the learner area), select "**Activities.**" Put in the **Current Term** active for the student and the **Activity Code** and select the "**SAVE**" key. If there is an Activity Code already listed select **Insert** or **+** sign to add another, place the current term, activity and select "**SAVE.**"

The following activity codes are necessary and must be entered in SGASTDN in Banner 9:

GRT: This is entered in Banner (by the GPC or designee) when a graduate student is completing a thesis or dissertation. By entering GRT into Banner, two boxes will populate in Degree Works indicating that the student must successfully complete a thesis/dissertation as well as submit their thesis/dissertation to ProQuest.

GRP: This is entered in Banner (by the GPC or designee) once the graduate student successfully completes thesis/dissertation.

GRPRO: This is entered in Banner by the College of Graduate Studies once the thesis/dissertation has been received from ProQuest. Graduate students are required to submit their thesis/dissertation to ProQuest two weeks prior to graduation.

GRO: This is entered into Banner (by the GPC or designee) once the student has successfully completed oral comprehensive exams.

GRW: This is entered into Banner (by the GPC or designee) once the graduate student has successfully completed written comprehensive exams.

GRLRP: This is entered into Banner (by the GPC or designee) once the graduate student has successfully completed the research literacy assignment/paper.

Changing a Student's Bulletin Year

In some cases, a student may want to change the bulletin year of their program (e.g. course requirements were changed and the student wants to follow the new curriculum). In order for a graduate student to change bulletin years, the student must email graduation@apsu.edu to make this request. Graduate bulletins are valid for 6 years after their publication. Student's program cannot be changed to a bulletin older than 6 years.

Changing a Program of Study

When a student applies to a program, the program of study is automatically created based on the application (GPC's and students can view this information in Degree Works). If, however, a student decides to change programs of study (after starting the initial program and taking class), the student must complete the "[Request to Add or Change Graduate Program](#)."

There are also cases where a student has applied to a specific program and decides to change programs prior to taking any classes. In such scenarios the student can request to change programs using the application update document located at <https://www.apsu.edu/grad-studies/future-students/grad-studies-app-update.php>.

If student in consultation with their advisor, needs to take courses that are not included in their program of study, a course substitution must be made after the student has registered for the course and prior to the student beginning in the course. This can be completed through DegreeWorks using the following steps:

- Open the student's DegreeWorks page
- Choose the **Exceptions** tab along the top of the screen
- Choose the + beside the course for which you want to substitute the desired course
- This will open a pop up window.
- For **Exception Type** choose **Substitute**
- For description type "Substitute [desired course] for [required course]" (e.g. Substitute COUN 6720 for COUN 5992)
- For details type "Substitute [desired course] for [required course]" (e.g. Substitute COUN 6720 for COUN 5992)
- Choose **Add Exception**

Accepting Transfer Hours from another Institution/Program

Students who transfer to APSU from another institution or from a different program within APSU have the option to apply credit earned from a previous program to the current program of study. The GPC should meet with the student to decide which courses will apply to the current program of study. Programs can accept as many hours as they like, as long as the student meets the residency requirements for earning a degree at APSU. To process the transfer credit, the student must submit the official transcript to Graduate Admissions (gradadmissions@apsu.edu) from any work completed at another university that they wish to apply to their current program of study. After the official transcript has been processed, the GPC must send the following information to Towanja Williams a transfer coordinator in the Office of the Registrar (williamst@apsu.edu):

- Student Name:
- A Number:
- Institution Where the Transfer Course was Taken:
- Transfer Course:

- Substitute for APSU Course:
- This is a [required/elective] course for the [program]

For more information related to transfer hours, GPC's should visit the [Graduate Bulletin](#). GPC's can also review the SACSCOC standard 10.8:

The institution publishes policies for evaluating, awarding, and accepting credit not originating from the institution. The institution ensures (a) the academic quality of any credit or coursework recorded on its transcript, (b) an approval process with oversight by persons academically qualified to make the necessary judgments, and (c) the credit awarded is comparable to a designated credit experience and is consistent with the institution's mission. (*Evaluating and awarding academic credit*) <https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>.

Program and Course Additions, Deletions, and Edits

At times, GPCs are responsible for proposing new courses or programs and making changes to current courses or programs. These changes are all submitted through Curriculog (<https://apsu.curriculog.com>). More information about this process can be found at <https://www.apsu.edu/academic-course-and-program-development/curriculog-information/index.php>

Graduate Student Recruitment

The College of Graduate Studies has various modes of recruiting used to recruit graduate students. These include:

1. On campus recruiting: The College of Graduate Studies represents all graduate programs at various venues throughout the academic year (e.g. Grad GALA/Career Fair/On campus Presentations/First Friday/etc.). If specific programs have recruiting materials to be used for recruiting purposes or would like representation at on campus events for recruitment, please contact the Director of Graduate Admissions.
2. Electronic recruiting: Currently, the College of Graduate Studies recruits graduate students through internal recruiting campaigns (in collaboration with the Office of Public Relations) and have also used an outside vendor to recruit for all programs on campus. All forms of digital media are used to recruit graduate students; email campaigns, social media campaigns, website ads, etc.
3. Off campus recruiting: The College of Graduate Studies visits other universities in the state of Tennessee to recruit for each of the programs offered at APSU.

Faculty are also encouraged (if departmental budgets allow) to recruit at conferences and/or workshops for their specific disciplines.

Graduate Student Online Orientation

GPC's should direct new graduate students desiring additional information about becoming a graduate student at APSU to <https://prezi.com/dfnjng6qyrsy/college-of-graduate-studies-online-orientation/>.

Graduate Assistantship Hiring Process

This section will outline the process of searching for and hiring a Graduate Assistant (GA) at Austin Peay State University. GA's can be classified as a Graduate Teaching Assistant – Instructor of Record (GTA-IR), Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), Graduate Administrative

Assistant (GAA) or Graduate Intern Assistant (GIA). The College of Graduate Studies advertises all Graduate Assistant (GA) positions on the College of Graduate Studies website and the Jobs4Govs portal through the Office of Career Services. For directions for posing student employment opportunities in Jobs4Govs, please see this document:

https://www.apsu.edu/careers/jobs4govs/Jobs4Govs_2019_GAEmploymentGuide.pdf

The process of searching and hiring for most GA positions is the same; however, GTA-IR positions can be slightly different. This section will outline the differences. For purposes of this document, the term GA will be used to describe all categories (GTA-IR, GTA, GRA, and GAA), and when addressing a specific type of GA, the appropriate abbreviation will be used.

1. Search and Recruitment Process for Graduate Assistants

- a. Beginning with the hiring of Fall 2020 graduate assistants, all GA positions will be posted on the Jobs4Govs student employment portal through the Office of Career Services. Instructions for applying and a link to Jobs4Govs will be available on the College of Graduate Studies website under the heading, "Graduate Assistantships and Financial Support." In order to access the Jobs4Govs portal, a graduate student must first apply for admission to the College of Graduate Studies or have previously attended APSU. Each applicant will be required to complete an online application through the Jobs4Govs portal and upload a resume or curriculum vitae and recommendation. The pool of candidates for each hiring department will be maintained in the Jobs4Govs application portal and each GPC or designee will have access to the applications received for their specific assistantship.
- b. The GPC or designee will develop methods used for GA selection, which may include conducting interviews and reviewing GA application and admission documents, such as transcripts, CV's/resumes, references and recommendations. The hiring department will maintain records of interviews and other selection criteria.
- c. The GPC or designee will make final applicant decisions in the Jobs4Govs portal. Once the application decision is made, the GPC or designee will notify the College of Graduate Studies. The College of Graduate Studies will send an offer letter and a GA agreement form through DocuSign. The agreement will be sent to the hiring department followed by the Dean of the College of Graduate Studies. The agreement will then be sent to the candidate to acknowledge acceptance of the offer by signing the GA agreement in DocuSign.

2. Hiring and Orientation for Graduate Assistants

- a. Once all signatures are obtained on the GA agreement, the College of Graduate Studies will request a GA Data Entry Form from the hiring department. This is needed by Human Resources (HR) to set up the job and stipend. The College of Graduate Studies will also notify HR of the hire and request that the following emails be sent to the student: 1) Instructions for authorizing HR to conduct a background screening, and 2) Instructions for online completion of the IRS Form I-9. Prior to starting the assistantship, GA's must also attend an orientation (conducted by the College of Graduate Studies) to complete additional hiring paperwork and receive general information about graduate assistantships. Hiring documents and background screening results will be maintained by HR.

- b. All GA's must complete required online HR training (FERPA, Gramm-Leach Bliley Act, PCI-DSS, Identity Theft, Security Awareness, Non-Discrimination/Harassment Awareness, and Haven, Part 1) prior to starting any GA position.
- c. All GTA-IR's and GTA's serving in a classroom setting (online or on-ground) must also complete additional online trainings prior to the start of the initial semester of hire. These include Disability Services Awareness, Classroom Management, How to Increase Learner Engagement, Teaching Techniques, Making Accessible Learning, Learning Desire2Learn, and the Accessible Syllabus Training Series provided by Distance Education.
- d. Every classroom GTA-IR and GTA is required to submit a training checklist to provide evidence of the completed trainings. These checklists will be submitted to and maintained both by the hiring department and the College of Graduate Studies.
- e. Each academic semester, every GA is required to sign a new GA agreement outlining the terms of the assistantship. All GA agreements will be maintained by the College of Graduate Studies.
- f. At the end of each semester, hiring departments will submit formal evaluations for all GTA-IR's and GTA's to the College of Graduate Studies. The next section contains additional details regarding supervision of GTA-IR's.

3. Selection and Approval Process for GTA-IR's

- a. The need for GTA-IR's is determined at the departmental level. If a GTA is qualified and the department decides to offer the opportunity, a GTA may be appointed as a GTA-IR and fulfill the GA duties in this capacity after the following steps are completed.
- b. The GPC or designee will use the unofficial transcripts, CV, references, recommendations and any additional supporting documentation to determine if the student satisfies the criteria outlined in the APSU Faculty Qualifications Matrix. Further, the GPC or designee must consult the APSU Faculty Qualifications Matrix to ensure the GTA has the appropriate qualifications for the specific course(s) he/she is intended to teach. The GPC or designee should consult with the department chair, as the department chair will be one of the approvers for the GTA to serve as a GTA-IR (see below).
- c. Once the GPC or designee determines that the GTA meets the APSU Faculty Qualifications matrix, the GPC or designee must seek approval by initiating the submission of a **Request for Graduate Teaching Assistant to Serve as Instructor of Record** form. This form must be completed via DocuSign, and requires the GTA's current CV, official transcript, and a detailed justification for assigning the GTA as an instructor of record; an explanation of the approach to ensuring direct supervision, regular in-service training, and planned and periodic observations and evaluations during and at the end of the semester must also be provided.
- d. Required approvals include the Department Chair, Associate Dean, College Dean, Dean of the College of Graduate Studies, the Vice Provost and Associate Vice Provost of Academic Affairs, and the Provost and Vice President of Academic Affairs.
- e. Once all approvals are in place, the GTA-IR may be listed in Banner as a primary instructor and placed on the SACSCOC Faculty Roster.
- f. If the GTA-IR requires an exception to the Faculty Qualifications Matrix, the GPC or designee will initiate the completion of the **Request for Exception to Faculty**

Qualifications form, along with the **Request for Graduate Teaching Assistant to Serve as Instructor of Record** form, via DocuSign.

- g. A departmental orientation for GTA-IR's can be conducted in a group or individual setting at the discretion of the GPC or designee and in consideration of the needs and time constraints of the GTA-IR's, while ensuring the promotion of quality teaching and learning environments for APSU students and educating the GTA-IR about relevant APSU policies.
- h. The GPC or designee is responsible for ensuring and documenting that the GTA-IR receives direct supervision, regular in-service training, and planned and periodic observations and evaluations.
- i. At the end of each semester, a formal evaluation of the GTA-IR must be submitted to the College of Graduate Studies to be kept in the GTA-IR's permanent record.

Please note: All requests must be routed through DocuSign. Official hard-copy transcripts must be provided, as they are required to be on file in Academic Affairs for all instructors.

Procedures for requesting a GTA to serve as an instructor of record through DocuSign can be found at https://apsu.edu/grad-studies/faculty-staff-resources/GTAInstructorofRecReq_ProcedureREV.pdf.

A Request for GTA to Serve as Instructor of Record form can be found at https://www.apsu.edu/grad-studies/faculty-staff-resources/GTA_IR_Request_20210330.pdf

A Request an Exception for Faculty Qualifications form can be found at <https://www.apsu.edu/academic-affairs/faculty/ExceptionforFacultyQualificationsREVMay2022.pdf>

Other Scholarships

Other than a Graduate Assistant position, the College of Graduate Studies offers the Diversity Fellowship Grant, the Phi Kappa Phi Fellowship, and the Hoppe Leadership Endowment. For more information about these opportunities, please visit <https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/financial-aid-scholarships.php>.

Institutional Effectiveness/Program Assessment

In the absence of an assigned assessment coordinator, GPCs assist with institutional effectiveness/program assessment. The annual IE plans are submitted through Microsoft Teams via the IE Planning Team. More information and resources related to IE planning and timelines can be found at https://www.apsu.edu/institutional-effectiveness/institutional_effectiveness/