Graduate Program Director Update Form

Department or Program: _____

Name: _____

Title (e.g., Graduate Director, Graduate Program Chair): _____

OHIO email: _____   Campus phone: _____

Starting date of directorship: _____

Will you be the primary point of contact for your department/program with the Graduate College?

     ❑ Yes ❑ No If no, who is the primary point of contact? _____

Whom are you replacing as Graduate Program Director? _____

GRADS Access

Department-Level Access will allow you to see all graduate programs owned by the department. Program-Level Access allows you to see only the specified programs. *Depending on PeopleSoft coding, interdisciplinary programs may require specific program codes to be visible.*

Do you need:

❑ **Department-Level Access**

     ❑ Admit/Deny/Waitlist/Request English Waiver   ❑ Read and Comment only

❑ **Program-Level Access**

     Program Code(s): _____

     ❑ Admit/Deny/Waitlist/Request English Waiver   ❑ Read and Comment only

Whom are you replacing in GRADS? (If you are replacing more than one director—e.g., for multiple programs—please indicate who was associated with each one.)

_____

Do you need GRADS training?   ❑ Yes   ❑ No

     If you have questions about GRADS, please contact Nikole Morris (morrisk@ohio.edu).

OGA Access

Will you be creating graduate student appointments in OGA?* ❑ Yes   ❑ No

Whom are you replacing in OGA? (Required to maintain the correct approval hierarchy.)

_____

Do you need OGA training?   ❑ Yes   ❑ No

     ***If you will be creating graduate student appointments in OGA, training is required prior to approval being given. For training or other questions about OGA, please contact Lisa Poston (postonl@ohio.edu).

Please return completed form to Dr. Becky Bushey-Miller (millerb3@ohio.edu).