

Academic Affairs Directive 2017-06	Issue Date: December 7, 2017
Subject: Guidelines for Graduate Coordinator Release Time Under Semesters	Effective date: August 20, 2018 Revision date: January 9, 2018
Approved: Edward S. Inch, Provost	
Division: Academic Affairs	
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**AUTHORITY**

CFA – CBA Article 20.1-3

**POLICY**

It is the College Deans’ responsibility to assign release time for graduate coordinators of **state-supported** graduate programs in their respective colleges. A graduate coordinator shall be assigned for each distinct academic degree.

Where a department is wholly comprised of graduate programs, it is assumed that special release time for a graduate coordinator is not necessary. However, the Dean does have the ability to appoint a graduate coordinator, if one is needed, especially when there may be unusually demanding activities, such as accreditation visits, degree revisions, etc.

Post-baccalaureate non-degree programs (e.g. Teacher Credentialing Programs, graduate certificate programs) are excluded from these release time guidelines. For these non-degree programs, the College Deans will determine the appropriate release time or stipend.

Graduate coordinators who receive release time are expected to perform the following duties:

- Oversee recruitment and admissions for their department and/or program, including follow-up with prospective students, evaluating applications and processing admission decisions.

- Oversee advisement for graduate students in their program, including orientation of newly admitted students, monitoring progress of students to ensure that program requirements (including a capstone experience) are met, and processing graduation evaluations

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