GRADUATE COORDINATOR RECOMMENDATION FORM

Graduate Coordinators are charged with the primary role of coordinating the policy and procedures of the Graduate School between their programs and the Graduate Office. Additionally, they are charged with generally monitoring the condition of the graduate program in their field, working with their departmental chair or other responsible administrator in maintaining the quality and viability of their graduate program, serving as an agency of the Graduate Faculty in their area, and handling the detailed mechanics of processing the local records of graduate students in their area. These items may include:

1. Admission recommendations,
2. Program advising and maintaining departmental student records,
3. Monitoring academic progress of students,
4. Applications for Graduate Assistantships,
5. Ensuring administration and reporting of general graduate program requirements,
6. Program assessment.

A Graduate Coordinator is appointed for each graduate program; however, a particular faculty member may serve as the Coordinator for more than one program. Graduate Coordinators are recommended for appointment by the department chair and approved by the Graduate Dean and the College Dean.

Check one: ☐ Permanent Change ☐ Temporary Change*

Name of Nominee _____ *myWSU* ID _____

Date to Begin Duties _____

*If Temporary, indicate date current coordinator will resume duties:_____

Graduate Program(s)_____

Graduate Certificate(s) _____

Briefly describe the nominee's qualifications in light of the duties indicated above.

Department Chair _____ Date _____
(Signature)

College Dean _____ Date _____
☐ Approve recommendation ☐ Disapprove recommendation

Graduate Dean _____ Date _____
☐ Approve recommendation ☐ Disapprove recommendation

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for Graduate School use only: ☐ Graduate Faculty ☐ Affiliate Graduate Faculty
Notes:_____