

# FROM THE DEAN OF GRADUATE STUDIES

## DEAR GRADUATE COORDINATOR/DIRECTOR:

This is your book! Whether you are a new appointee to this position or an already experienced graduate coordinator/director, this handbook is meant to help clarify your role, and to serve as a quick reference guide to those important graduate advisement questions that are an inevitable part of the coordinator/director's job.

Our handbook is not meant to take the place of the university's General Catalog, which will always remain your official resource for procedures. Instead, in this handbook, we have carefully assembled important information from a variety of sources that may already be familiar to you, trying to simplify some of the jargon and arrange the material in an easily accessible, logical manner. Where other sources are critical to understanding and interpreting policy and procedures, we have indicated these in notes at the end of the relevant section.

We hope that you will feel free to share this handbook with others in your program who may find it useful. We also ask that you use this manual and the suggested resources as your first line of inquiry. Our staff is of course always ready to assist you, should you need further answers or explanations. This Handbook is also online at [www.csufresno.edu/gradstudies/handbook](http://www.csufresno.edu/gradstudies/handbook). The online version is updated more frequently than the print version.

Best wishes for a successful coordinator/director's term, and thank you for your willingness to serve our graduate students!

Sincerely,

A handwritten signature in black ink that reads "Karen T. Carey". The signature is fluid and cursive, with the first name "Karen" and last name "Carey" clearly legible.

Karen T. Carey, Dean  
Division of Graduate Studies