

- (3) Administer a centralized records center, and have the responsibility to coordinate all academic warnings, probations, and dismissals pertaining to graduate students.
- (4) Maintain a secretary for the graduate council and seek to facilitate effective communication between the administration and all university units having graduate programs.
- (5) Coordinate certain formal publications, including the graduate issue of the Cleveland State University Catalog.
- (6) Be responsible for disseminating information on fellowships and grants and encouraging scholarly research.

Policy Name: Administrative Responsibilities
Policy Number: 3344-14-08
Board Approved: 7/10/2015
Effective: 7/20/2015
Prior effective dates: 5/1/1986, 9/1/2009, 8/5/2011, 4/20/2014