

TITLE: Graduate Council

AUTHOR: Chief Academic Officer and Graduate Council

APPROVAL DATE: December 9, 2009

EFFECTIVE DATE: December 9, 2009

PURPOSE: To establish policy concerning the Graduate Council

REVIEWER: Chief Academic Officer

REVIEW DATE: Fall 2009 and every five years thereafter

OPERATING DETAILS:

1. The function of the Graduate Council is to recommend general policies applicable to all graduate programs offered through the Colleges and to discuss problems, procedures, planning and administration of graduate programs.
2. Membership of the Graduate Council will consist of the Director of Graduate Studies, who serves as Chair; the Dean of the College from each of the graduate programs; the Program Director/Department Chair from each of the graduate programs; one Graduate School faculty member; and one Graduate Student. Graduate Program Coordinators and the Chief Academic Officer serve as ex-officio members.

Composition of the Council is subject to change as graduate programs are added or suspended from the University's offerings. The graduate faculty representative and the graduate student will be selected on a rotating basis.

3. The Graduate Council has the responsibility for establishing minimum standards and policies for admission and retention of students in all graduate programs. Individual graduate programs may impose additional requirements if these have prior approval of the Graduate Council.
4. The Council will insure that all graduate programs are in compliance with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools. Individual program accreditation, if desired, is the responsibility of the College.
5. The Council will establish minimum policies and regulations affecting graduate curricula and requirements leading to graduate credits and degrees, including courses of study.

6. All curriculum policy matters of academic units that pertain to the graduate program will be reviewed and approved by the Council. All additions, deletions, or other changes in graduate course offerings of academic units must be approved by the Council.
7. Graduate Council will systematically examine and evaluate curricula offerings and requirements in terms of prescribed criteria, and in terms of revised or changing standards and policies of the Graduate School.
8. The Council will recommend action on new programs as they meet criteria established by the Council and standards of the Commission on Colleges of the Southern Association of Colleges and Schools and in terms of resources of the institution.
9. The Council will define eligibility criteria for membership in the graduate faculty and will approve faculty nominations.
10. The Director of Graduate Studies serves as Coordinator of the Graduate Programs and Chair of the Graduate Council. The Director is charged with the administration of the Office of Graduate Studies and has the responsibility of admitting students to Graduate Studies and monitoring their academic progress. Admission and retention of students are carried out in collaboration with the Program Coordinator/Department Chair using guidelines established by the Graduate Council.
11. The Graduate Council functions as the Student Grievance Committee for grievances involving graduate students.