

TITLE: Graduate Council

AUTHOR: Chief Academic Officer and Graduate Council

APPROVAL DATE: December 1, 2023

EFFECTIVE DATE: December 1, 2023

PURPOSE: To establish policy concerning the Graduate Council

REVIEWER: Chief Academic Officer

REVIEW DATE: Fall 2028 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/School and to discuss problems, procedures, planning and administration of graduate programs including determining the distribution of graduate scholarship funds to each program.

Membership of the Graduate Council will consist of the Director of Graduate Studies, who serves as Chair; the Dean of Library or designee; the Dean of the College/School from each of the graduate programs; the Program Director/Department Chair from each of the graduate programs; Graduate Program Coordinators from each of the graduate programs. The Chief Academic Officer, the Director of Graduate Studies, the Registrar and the SACSCOC Accreditation Liaison serve as ex-officio members and are nonvoting members.

Composition of the Council is subject to change as graduate programs are added or suspended from the University's offerings.

2. The Graduate Council meets each September, November, February, and April; additional meetings are subject to call by the chair.
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.

Revised: 1/83, 4/93, 5/99, 2/6/07, 12/9/09, 12/1/2023

Editorial Change: 2/2/10, 12/7/2018, 12/5/2019

4. The Council will ensure 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 of full-time faculty recommended for appointment to the graduate faculty and adjunct faculty teaching specific graduate courses.
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 and the Graduate Appeals Committee.