GRADUATE COMMITTEE

Overview
The Graduate Committee is an Academic Senate curricular body which serves as the faculty advisory and policy-making body for Graduate Education. The committee develops, reviews, and evaluates programs and policies pertaining to the operation of the College of Graduate Studies. As the primary advisory body for the Dean of the College of Graduate Studies, the committee is tasked with assessing the overall quality and impact of graduate education. The committee publishes in its minutes curricular proposals concerning Graduate Education. The Graduate Committee can also initiate curricular proposals relevant to the graduate education.

I. Charge and Authority
   A. Consider the following curricular items for final approval:
      Course related proposals for courses numbered 500 and above except for those in the General Education Program or Professional Education Unit
         1. New courses
         2. Master course syllabus 7-year review
         3. Change in Course Level
         4. Change in Prerequisites, Pre/Co-requisites or Co-requisites
         5. Change in Course Objectives
      Program related proposals except those related to the Professional Education Unit
         1. Changes in number of credit hours on a graduate option/concentration/certificate
         2. Change in titles of degrees, or graduate option/concentration/certificate
   
   A. Consider the following curricular items and make recommendations to the Academic Senate for final approval:
      Program related proposals except those related to the Professional Education Unit Master level programs or certificates
         1. New program
         2. Deletion of graduate option/concentration/certificate
         3. Creation or deletion of a degree
   
   C. Notify College Curriculum Committees or other responsible units of the need for a seven year MCS review of courses numbered 500 and above.
   
   D. Recommend to the Academic Senate for approval
      1. Minimum College of Graduate Studies graduation requirements and approved departmental requirements;
      2. College of Graduate Studies admission and dismissal policies and approved departmental policies;
      3. Policies and regulations for the College of Graduate Studies, including criteria for membership on the graduate faculty.
   
   E. Establish guidelines for the advising of graduate students.
   
   F. Establish guidelines for University Graduate Fellowships.
G. Policy on Simultaneous Course Offerings. Undergraduate courses numbered 100-499 and graduate courses numbered 500 and above cannot meet concurrently with the same instructor unless prior approval has been granted. Decisions on whether to grant approval will be based on careful consideration of the department’s rationale for combining classes and a review of the syllabi for each of the classes that will be combined. A one-time-only approval can be granted by the Executive Committee of the Graduate Committee; ongoing approval must be approved by the full Graduate Committee.

H. Elect a chairperson, a secretary, and two members of the executive committee, all to serve one-year terms.

I. Elect one of its members to serve on the Professional Education Curriculum Committee

II. Membership
   A. The Graduate Committee shall consist of 15 members, which includes eleven faculty and two (2) graduate students. At the beginning of each calendar year, the College of Graduate Studies shall send a list of its graduate faculty to the Committee on Committees. The Committee on Committees will forward nominations to the Academic Senate for election. Faculty members shall serve three-year staggered terms, and graduate students will serve one-year terms. Membership includes:
      • One faculty member from each college: Science and Technology, Communication and Fine Arts, Education and Human Services, Humanities and Social and Behavioral Sciences, Health Professions, and Business Administration,
      • Five (5) graduate faculty at large
      • Two (2) graduate students
      • Dean of the College of Graduate Studies, or designee, ex officio, voting
      • Representative of Professional Education Services (ProfEd / Off-Campus Programs), ex-officio, voting

   B. Successive Terms: Under Academic Senate policy, a member may not serve more than two successive terms on the same committee.

   C. Academic Senate Policy on Standing Committee Attendance: If a member misses three consecutive meetings of any Senate standing committee the member will be terminated from that committee and replaced.

Approved by the Academic Senate 3/9/76
Revised by the Academic Senate 10/03/78; 2/26/80; 5/03/83;10/25/83; 12/03/85; 2/17/87; 1/29/91; 2/25/92; 3/24/92; 9/7/93; 11/16/93; 4/11/95;3/11/97; 11/23/99.
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