

## STRUCTURE, DUTIES/JURISDICTION, AND PROCEDURES OF THE COUNCIL ON GRADUATE STUDIES

### I. STRUCTURE

#### A. Membership

1. Two ex-officio members, without vote, as follows:
  - a. Dean of the Graduate School.
  - b. Vice President for Academic Affairs or the Vice President's designee.
2. Six faculty members elected for three-year staggered terms. Only members of the regular Graduate Faculty are eligible to vote and/or hold membership on the Council. Faculty members may vote only for the nominee(s) from their area, as follows:
  - Area I: Three (3) representatives to be elected from the Graduate Faculty in the College of Liberal Arts and Sciences (one from the Arts/Humanities Area, one from the Sciences, and one at-large member)
  - Area II: One (1) representative to be elected from the Graduate Faculty in the Lumpkin College of Business and Technology.
  - Area III: One (1) representative to be elected from the Graduate Faculty in the College of Education
  - Area IV: One (1) representatives to be elected from the Graduate Faculty in the College of Health and Human Services.
  - Area V: One (1) graduate faculty member to be appointed by the Dean of the Graduate School. The appointment shall be for one year.
  - Area VI: One degree seeking graduate student who is enrolled for a minimum of nine semester hours of graduate course work and who is selected according to the rotational plan approved by the Graduate Student Advisory Council. The appointment shall be for one year.

#### B. Officers

1. At the last regularly scheduled meeting of Spring Semester, a Chairperson and Vice Chairperson shall be nominated and elected from among the voting members of the Council. Only faculty members on the Council who have completed at least one year of their current term are eligible to serve as officers. The election will follow standard parliamentary procedure.
2. The Chairperson shall:
  - a. Call meetings of the Council.
  - b. Preside at the meetings of the Council.
  - c. Establish committees as deemed appropriate.
  - d. Forward proposals to the Dean of the Graduate School or other office as appropriate for distribution to Council members.
  - e. Prepare the agenda for each meeting.
3. The Vice Chairperson shall assume the duties of the Chairperson in his/her absence.
4. In the event that the Chairperson shall be unable to complete his/her term, the Vice Chairperson shall act as Chairperson for the duration of the academic year. Should the Vice Chairperson be unable to complete his/her term as Chairperson, the Council shall elect a new Chairperson at the next regular meeting of the Council.

Should the Vice Chairperson be unable to complete his/her term as Vice Chairperson, the Council shall elect a new Vice Chairperson at the next regularly scheduled meeting of the Council. The same qualifications shall apply in this election as specified in section I.B.1.

### **C. Election Procedures for Council Membership**

Elections will be held during the Spring Semester at a time to be determined by the Faculty Senate. Elected members will serve a three-year term beginning the Fall Semester after election. Elections will be conducted according to the following three-year cycle.

First year: Area II

Second year: Areas I (At-Large Rep AND Sciences Rep) and III

Third year: Areas II (Arts/Humanities Rep) and IV

Only regular members of the Graduate Faculty in the respective areas may vote for nominees from that area.

### **D. Appointed Members**

Appointed members will serve a one-year term beginning the Fall Semester of each academic year. Appointed members may be re-appointed but may not serve more than three consecutive years.

### **E. Alternates**

In the event that an elected member is unable to complete his/her term, the member's alternate will serve the duration of the term. The alternate is that person receiving the next highest number of votes in the most recent election in the member's area. However, at no time may two elected members of the Council represent the same graduate program. In the event that an appropriate alternate is not available, the vacancy may be filled by appointment by the Faculty Senate. Such an appointment shall be effective only until the next regular election at which time a replacement shall be elected to complete the unfilled term of the member. The newly elected member shall assume membership on the Council immediately after the election.

In the event that an appointed member is unable to complete his/her term, a replacement may be appointed for the remainder of the unfilled term subject to the conditions outlined in section I.A.2.

## **II. DUTIES/JURISDICTION**

The Council on Graduate Studies is the principal university council which recommends, through the Dean of the Graduate School and the Vice President for Academic Affairs, to the President policy which pertains to graduate programs and graduate students. Policies which are adopted by the President are monitored and enforced by the Dean of the Graduate School and/or other appropriate administrators and faculty members. Institutional policies pertaining to graduate education are recorded in the Graduate Catalog and the Graduate Assistantship Handbook.

### **A. Course Offerings**

The Council on Graduate Studies is responsible for:

1. Establishing procedures for the approval of course proposals for courses which carry graduate credit, including setting minimum standards for such courses.
2. Acting on proposals to add, change, or delete courses numbered 5000 and higher. It has exclusive council-level, final-approving authority for such courses.

3. Acting on proposals to add, change, or delete courses numbered 4750-4999 following action by the Council on Academic Affairs. The Council on Academic Affairs and the Council on Graduate Studies have joint council-level, final-approving authority for such courses.

**B. Graduate Programs**

The Council on Graduate Studies has exclusive council-level responsibility for:

1. Academic regulations and requirements that apply to graduate programs in general, which shall include but not be limited to admission requirements, graduation requirements, thesis regulations, academic standards for graduate study, comprehensive examinations and general rules applying to individual programs of study.
2. The approval of graduate degree programs (except that the Council on Teacher Education may establish additional requirements for programs leading to the M.S. in Education, Specialist in Education, or other programs subject to state teacher's certification standards.)
3. Making recommendations concerning the status of graduate programs.

**C. Graduate Students**

The Council on Graduate Studies shall have exclusive council-level responsibility for:

1. Academic regulations and requirements that apply to any graduate student, including but not limited to admission standards, academic load limits, standards for retention and/or dismissal, and admission to degree programs.
2. Academic regulations which pertain to seniors enrolling in courses numbered 4750-5499 for reserve graduate credit or in courses numbered 5000-5499 for undergraduate credit.
3. Serving as an appeal body for waivers denied by the Dean of the Graduate School (or for any regulations for which the Dean does not have the authority to grant waivers).
4. Establishing regulations which pertain to graduate assistants.

**D. Graduate Faculty**

The Council on Graduate Studies has the responsibility to adopt standards and procedures for the appointment of members of the Graduate Faculty.

**E. The Role of the Executive Officer**

The Dean of the Graduate School may approve minor changes in courses, programs, catalog descriptions, etc. which normally fall under the jurisdiction of this Council. Procedurally, such changes are reported to the Council as approved by executive action. However, upon the approval of a motion by the Council, any item approved by executive action may be set aside and assigned an agenda item for further consideration.

**III. PROCEDURES**

**A. Meetings of the Council on Graduate Studies**

1. The agenda of each meeting should be available to all members of the Graduate Council before the meeting.
  - a. Written proposals may be submitted to the Council by any graduate student, faculty member, administrator, department, school, college, or university

committee. The Dean of the Graduate School, in consultation with the Council, shall determine if the topic of the new proposal is appropriate for consideration and/or action by the Council.

- b. Except in unusual circumstances, proposals shall be added to the agenda for consideration in the order in which they are received by the Dean of the Graduate school.
  - c. By common consent of the members of the Council, changes or additions may be made in the agenda before or during the meeting.
2. A quorum shall consist of five voting members.
  3. The chairperson of the Council has a vote.
  4. Except as where otherwise stated in this document, a motion shall carry when the number of yes votes exceeds the number of no votes.
  5. A roll call vote will be taken on a motion unless a secret ballot is requested and approved by two-thirds majority vote of those present.
  6. Minutes of the meetings of the Council must be sent to all faculty members.

## **B. Graduate Student Petitions**

Graduate students are responsible for complying with all published regulations pertaining to them. Any exception to these regulations must be requested in writing to the Dean of the Graduate School.

1. Within the limits and restrictions imposed by the Vice President for Academic Affairs, the Dean of the Graduate School may approve or deny an exception requested by the student.
2. Appeals for waivers denied by the Dean of the Graduate School may be submitted to the Council on Graduate Studies for consideration. The appeal must be submitted in writing on the appropriate form and must include a statement from the student's advisor, the graduate coordinator (when appropriate), and the chairperson of the department. The entire Council will consider the appeal and vote. Such decisions and votes are to be published in the minutes of the Council.

Revisions or amendments to the "Structure, Duties/Jurisdiction, and Procedures" Document.

Revisions or amendments to this document by the Council require a two-thirds majority of the votes cast. Voting may not take place until the next regularly scheduled meeting following the motion to revise or amend.