

## II. Coordinators of Graduate Programs, the Graduate Council, the Graduate Council Executive Committee, and the Graduate Curriculum Committee

### B. The Graduate Council

The Graduate Council will

- Approve the membership of the Graduate Curriculum Committee;
- Approve Graduate Curriculum Committees (GCC) recommendations;
- Participate in the review of all existing graduate programs;
- Review all unit appeals of negative decisions made by the Dean of the Graduate School regarding graduate faculty appointments;
- Review and develop Graduate School policy including requirements for admission, retention of students, permissible course loads, transfer credit, grading, thesis and dissertation requirements and examinations, and standards for graduate faculty appointment;
- Make recommendations relating to graduate education to the Dean, Academic Council, and the Chancellor;
- [Review and recommend all changes to the University Graduate Catalog pertaining to graduate academic policy;](#)
- Report its actions to the coordinators of graduate programs, graduate faculty, and Faculty Senate.

### C. Graduate Council Executive Committee

The Graduate Council Executive Committee (GCEC) is comprised of the Graduate School Dean, the Graduate Council Chair and Vice-Chair, and 4 members elected by and from the Graduate Council. The GCEC will meet at least once a month.

The GCEC will

- Review and approve all admissions by exception, requests for exceptions to transfer credit policy, and requests for exceptions to the time to degree requirements;
- Set the Graduate Council agenda;
- Prepare draft policies for consideration by the Graduate Council;
- Review the Graduate Council meeting minutes for presentation to the Graduate Council.
- [Review all appeals of negative decisions made by the Dean of the Graduate School on approval of theses and dissertations.](#)

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## I. The Dean of the Graduate School - Functions and Jurisdiction

The Dean is the chief executive officer of the Graduate School and chairs plenary sessions of the graduate faculty. The Dean (or designee) will chair meetings of the graduate program coordinators. He or she will be available to advise and assist schools and departments in the planning and development of their graduate programs. He or she will be specifically responsible for coordinating with the general administration of the university all new graduate program proposals advanced by schools and departments.

The Dean will be responsible for the implementation and execution of policies, rules, regulations, and procedures established by the graduate faculty and the Graduate Council. He or she is expected to articulate both the current status and the short-term and long-term concerns and objectives of graduate education at the university and to offer timely and appropriate recommendations for its improvement and greater efficiency in meeting the needs of its constituents.

The Dean reviews theses and dissertations. If there are questions or concerns pertaining to the quality of the thesis/dissertation, the Dean of the Graduate School will notify the unit chair, graduate program director, and thesis committee chair, and arrange to meet informally with the members of the thesis/dissertation committee with the intent of devising an acceptable solution. If the matter is not resolved to the satisfaction of the committee, then one or more of the representatives of the student's thesis/dissertation (i.e., committee chair, unit chair, and graduate program director), may submit a written appeal to the Chair of the Graduate Council. The Dean of the Graduate School will forward all pertinent documents to the Chair of the Graduate Council for evaluation. The representatives of the student's thesis/dissertation may also provide any additional information deemed appropriate. If evaluation of the thesis by an expert external to the representatives of the student's thesis/dissertation committee is desired, the identity of the expert must be mutually agreed upon by the representatives of the student's thesis/dissertation committee and the Dean of the Graduate School. The Graduate Council Chair in consultation with the Graduate Council Executive Committee (GCEC) will review the documents to determine if a formal hearing is justified. In order to avoid a conflict of interest, the Dean of the Graduate School will not participate in the GCEC's deliberations on any matters related to the appeal. If the GCEC declines to hear the case, the Graduate Council Chair will issue a written statement to that effect and report its decision to the Dean of the Graduate School, representatives of the student's thesis/dissertation, and the Graduate Council, concluding the appeals process. If the GCEC believes a formal appeal is justified, the Graduate Council Chair will notify the representatives of the student's thesis/dissertation and designate a meeting date for the hearing. The parties representing the student's thesis/dissertation may submit any additional evidence to the GCEC deemed pertinent for the hearing. Following the hearing the GCEC will meet to make its final decision. The Graduate Council Chair will subsequently issue a written explanation and justification of the GCEC's decision to the Dean of the Graduate School and the

[representatives of the student's thesis/dissertation, and report its actions to the Graduate Council.](#)

The Dean will be responsible for the operation of the Graduate School office including the preparation of its annual budget, spending of funds, utilization of allocated office space, assignments of responsibilities to staff, and the establishment of office procedures for effective implementation of all administrative tasks performed by the Graduate School office.

The Dean will develop procedures for consultation with other units of the university and extramural academic, professional, governmental, and community groups.