

Prior to the end of the Spring semester, a call for interest in serving on the standing committees shall be issued to all members of the Graduate Faculty. This call shall be simultaneous to the call for nominations for election to the Graduate Council.

Membership of the standing committees shall be appointed by the Chair of the Graduate Council, in consultation with the outgoing Chair and the Dean of the Graduate School, for rotating terms of three years. Members may be reappointed.

Unless otherwise specified, faculty membership of the standing committees shall be restricted to continuing, fulltime faculty who are members of the Graduate Faculty (but not necessarily members of the Graduate Council).

Each standing committee shall include members from each academic college.

The Council may authorize a committee to act independently on behalf of the Council, except in matters involving policies or regulations. In such matters, a committee may make recommendations to the Council, which may accept, modify, or reject them.

The Council may establish and appoint other standing or *ad hoc* committees as it deems appropriate.

Revised and approved by the Council, March 10, 2015
Approved by Provost, July 6, 2015
Revised and approved by the Council, October 10, 2017
Approved by Provost, October 25, 2017
Revised and approved by the Council, February 8, 2022
Approved by the Provost, February 10, 2022

Appeals Standing Committee Guidelines

The Committee on Graduate Appeals reports to the Graduate Council and considers appeals from:

- applicants who have been denied admission to Graduate School;
- applicants who wish to apply for academic amnesty;
- students who have become ineligible to continue (or to re-enter) as a result of not maintaining a 3.0 GPA at all times, earning more than two grades of C, earning a grade lower than C, and/or failing to meet any other requirements in their course of study;
- students who wish to transfer credit from a non-U.S. institution; and
- graduate degree programs, University offices, or members of the faculty that wish to offer an assistantship to a graduate student who is not in regular status (excluding international students admitted in conditional status who are otherwise eligible for regular admission).

In rare instances, where one or several key regulations of the Graduate School are involved, other appeals are considered by this committee and/or are referred to the Graduate Council.

Decisions of the committee are definitive, but they are reported to the Graduate Council so that it can review the reasonableness and soundness of decisions.

A student who is ineligible to be admitted to or to continue in the Graduate School is notified of his/her status by the Dean of the Graduate School. A prospective student has the right to appeal an unfavorable decision by the Graduate School on an application for admission or readmission, and a graduate student who has become ineligible to continue (or to re-enter) may petition for reinstatement.

Information about the appeal process is available [f1 Tf1 14\(s\)JTJ04 T62 792 ion ffa0.00\(s\)4\(g\)4\(ib\)5\(le t\)\(p8ulef1 Tf1 14\(s\)](#)

The more important criteria in considering an appeal include the student's GRE or GMAT scores, past record of performance, appropriate GPAs, and the recommendation of the graduate degree program. In the case of a student seeking readmission to the Graduate School, the committee may readmit the student in conditional status with the proviso that the student meets certain special requirements. Stipulations, for example, may include one or more of the following:

- requirements set by the graduate degree program in its letter(s) of recommendation
- restrictions on the maximum or minimum course load
- requiring that certain courses be retaken
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Curriculum Standing Committee Guidelines

The purpose of the Graduate Curriculum Committee is to evaluate graduate course additions, deletions, or changes and to make recommendations to the Graduate Council.

The committee shall follow University style and guidelines as set by offices of Academic Affairs and the Registrar for course additions, deletions, and changes.

Prior to reaching the committee, the completed forms signed by the individual initiating the course change, the department head/school director, and the dean of the college are sent to an administrative staff member in the Academic Affairs to check for compliance with the University style guide and completion of information. If style is incorrect or information is missing, a member of the Academic Affairs staff shall work with the Graduate School staff to gather the necessary information and/or shall return forms to the individual who initiated the form.

Upon review and acceptance by Academic Affairs and the Graduate School, completed forms signed by the individual initiating the course change, the department head/school director, and the dean of the college, are digitized by the Graduate School and provided to the committee chairperson to facilitate committee review.

In evaluating the courses, the major concerns of the committee are the following:

1. The clarity of the course title, description, and any prerequisite and/or co-requisite requirements.
2. The justification for the course addition, deletion, or change to the course.
3. Duplication and/or infringement on another department's domain.
4. Quality of the course, qualifications of the faculty, and resources available for the course.

Course proposals may be tentatively approved by the committee pending satisfactory explanation of minor questions. Final approval is left to the discretion of the committee chairperson. Courses not approved by the committee are sent back to the department from which they originated with an explanation of why the course was not approved.

The committee considers course proposals, makes recommendations for approval/denial, and submits a written report to the Graduate Council. Decisions of the committee are definitive, but they are reported to the Graduate Council so that it can review the reasonableness and soundness of decisions. A copy of the report is presented to the members of the Graduate Council.

Revised and approved by the Council on March 10, 2015
Approved by Provost, July 6, 2015
Revised and approved by the Council on November 13, 2018
Approved by Provost November 30, 2018

Fellowships Standing Committee Guidelines

The Graduate Fellowships Committee serves as a recommending body reporting to the Graduate Council.

The committee is charged with making recommendations to the Graduate Council with regard to setting and reviewing the qualifications for eligibility and continuation for both the University master's and doctoral fellowships. It shall also set the University deadlines for applications for these fellowship awards.

The committee is responsible for selecting superior applicants as the recipients of the University master's fellowships, which are awarded for one academic year. It shall report to the Graduate Council these selections.

*Revised and approved by the Council, March 10, 2015
Approved by Provost, July 6, 2015*

Graduate Faculty Membership Standing Committee Guidelines

Appointment to the Graduate Faculty recognizes significant scholarly accomplishments and/or professional accomplishments and the ability to work constructively with graduate students. It confers on a faculty member the authority to direct theses and/or dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels.

The Committee on Graduate Faculty Membership is responsible for:

- offering assistance to the Graduate Council in the formation of the University-wide standards and guidelines for Graduate Faculty membership;
- review of Graduate Faculty applications as directed in the University Guidelines for Graduate Faculty Membership; and
- submission of a recommendation to the Graduate Council on all reviews completed.

Each College Peer Review Committee shall include a member of the Committee on Graduate Faculty Membership from the affiliated college to serve as an ex-officio member.

The chair of the Committee on Graduate Faculty Membership shall be responsible for reviewing, with the Dean of the Graduate School, all of the applications along with the college recommendations and forwarding applications that require review as specified in the University policy to the Committee on Graduate Faculty Membership for review.

The Committee will review applications and college recommendations for appointment to the Graduate Faculty only when any one of the three academic college review entities (1) recommends denial of membership to the Graduate Faculty, (2) recommends appointment at a different level than applied for by the faculty member, and/or (3) when materials or recommendations are absent or inconsistent in any way. In the event that the committee recommends the disapproval of an application that has been supported by the college or appointment at a level different than the applicant applied for, it shall provide specific reasons for its recommendation based on University standards or college guidelines.

Upon completion of each review cycle, the committee shall include in its report to the Council any problems with the process, implementation, and/or interpretation of the University policy and/or the individual colleges' criteria.

*Revised and approved by the Council, March 10, 2015
Revised per Provost's recommendations, June 24, 2015
Approved by Provost, July 6, 2015*

Inclusion, Diversity, Equity, and Access Standing Committee

The IDEA Committee shall submit a detailed written annual report to the Graduate Council, containing its general findings and broad recommendations; a brief executive summary of this report shall be shared at the annual meeting of the Graduate Faculty. The annual report will be guided by the strategic imperatives identified in the 2019-2022 Strategic Plan for Inclusive Excellence (and future strategic plans) and IDEA Committee members' understanding and expertise of the IDEA needs of the graduate education community. The annual report will assess the current state of inclusion, diversity, equity, and access in the graduate education community, including but not limited to the work of the Graduate Council (including past and on-going work of the IDEA Committee), the Graduate School, and the University Committee on Graduate Student Success and Retention. This more detailed report, including data gathered/assessed and detailed justification for recommendations made, shall also be shared with the University Committee on Graduate Student Success and Retention, the Office for Campus Diversity, the Dean of the Graduate School, and the Provost.

The IDEA Committee is comprised of members of the graduate faculty committed to furthering inclusion, diversity, equity, and access to graduate education. Members shall be nominated by any member of the Graduate Faculty, including themselves. Membership also shall include ex-officio representation from the Office for Campus Diversity and from the faculty leadership of the James Jackson Community of Scholars.

The IDEA Committee shall include a graduate student representative selected by the President of the Graduate Student Organization; the graduate student representative shall serve as an ex-officio member who participated in an advisory capacity and shall not be asked to take on the duties of the IDEA Committee.

Due to the breadth of the committee's mandate, the IDEA Committee may be led by two co-chairpersons.

Approved by the Council, December 14, 2021
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