



Policy

University Policy AC-35.01-12/14

Policy Title: Administration of Graduate Programs

Originator: Dr. R. Podemski, Dean

Responsible Office: Graduate School

Reason for Policy/Purpose:

High quality graduate programs have well established systems for program administration and implementation. This policy sets forth guidelines regarding the responsibilities of faculty and other members of a department who are involved in the administration of a graduate program. Proposed University Policy Graduate Student Thesis/Dissertation Committees sets forth the responsibilities of graduate student advising committees.

Who Does this Govern and Who Needs to Know this Policy?

All individuals charged with the administration or implementation of a graduate program.

Policy Statement:

The department chair has general and overall responsibilities for graduate programs within the department. The department chair is also responsible for allocating resources including personnel, facilities, and equipment to ensure adequate support for the various programs of study and thesis/dissertation proposals. The chair or his/her designee(s) who must meet Qualifications for Faculty to Teach Graduate Courses (see University Policy AC-22.01-05/14 Qualifications for Faculty to Teach Graduate Courses) are responsible for:

- o providing overall academic leadership for the program, developing and implementing program policies, representing the interests of the program to the campus and university administrators, and calling and presiding at meetings of the program faculty. These responsibilities shall be assigned to a faculty in the department that administers the program who meets the Qualifications for Faculty to Teach Graduate Courses (see University Policy AC-22.01-05/14). In many programs these responsibilities rest with the chair of the department that administers the program. However, this is not required.
- o maintaining familiarity with the policies and procedures of the Graduate School and providing overall coordination of graduate program activities.

- o assigning each incoming graduate student an advisor who assists the student in the selection of courses to be taken the first semester and advises the student in making a choice between thesis and non-thesis option and in the selection of a thesis/dissertation supervisor, where available. The final responsibility for selecting a thesis/dissertation supervisor who is willing to serve in this capacity rests with the student.

- o overseeing a student's training (including coursework, directed study, research, other scholarly activities, examinations) and ensuring that a student's program of study, thesis/dissertation proposal, and other required documents are submitted by a student at the appropriate time. While students are ultimately responsible for all aspects of their progress toward a graduate degree, it is expected that at least one program member will be an active partner in guiding the student through their degree program requirements.

Authority and Related Documents:

This policy is related to University Policy AC-22.01-05/14 Qualifications for Faculty to Teach Graduate Courses and proposed University Policy Graduate Student Thesis/Dissertation Committees.

APPROVED: Dr. Judith A. Bense, President

Date: 12/15/14

History: Adopted December 2014.