University of Arkansas at Monticello

Operating Procedures

**Graduate Council**

# Jurisdiction

The Graduate Faculty, as represented by the Graduate Council, has jurisdiction over policies and procedures concerning all graduate academic matters. Academic matters include review and approval of proposed graduate degree programs and certificates; curriculum and graduate course additions, deletions, and modifications; admission criteria and requirements; graduate faculty nominations and approvals; and graduate student appeals. The authority of the Graduate Faculty shall be vested in the Graduate Council. Graduate Council actions shall include a report to the Graduate Faculty.

Actions of the Graduate Council may be revised or nullified in the following manner:

* Within 10 days after the distribution of any report of action of the Graduate Council, any voting member of the Graduate Faculty may challenge the action by presenting the Vice Chancellor for Academic Affairs a petition signed by 5 voting members of the Graduate Faculty requesting that a review be made of the action by the Graduate Council.
* Within 10 days of receipt of the petition, the Graduate Council shall meet with representatives of the petitioners to attempt to resolve the issues of concern.
* If the objection is not resolved, the Vice Chancellor for Academic Affairs shall call a special meeting of the Graduate Faculty as soon as is feasible, for the specific purpose of resolving the challenge.
* A motion to replace, revise, or nullify a Graduate Council action must be made. Any formal action will require a 2/3 majority vote of the Graduate Faculty in attendance to approve.

# Policies and Procedures

## Graduate Faculty Nomination and Status

The Graduate Faculty consist of the President of the University of Arkansas System, the Chancellor, the Vice Chancellor for Academic Affairs, and faculty members who have been approved by the Graduate Council, upon nomination by an Academic Unit Head, in one of the following categories:

Category I Graduate Faculty: Applies to academic units offering graduate degrees.

Authority

* + Advising and supervising graduate students
  + Teaching graduate-level courses
  + Serving on Graduate Student Advisory Committees
  + Graduate Council voting privileges

Qualifications

* + Terminal degree in relevant field of study or qualified through tested experience
  + Appropriate professional achievement within relevant discipline

Category II Graduate Faculty: Applies to academic units that do not offer graduate degrees.

Authority

* + Teaching graduate-level courses
  + Serving on Graduate Student Advisory Committees
  + Graduate Council voting privileges

Qualifications

* + Terminal degree in relevant field of study or qualified through tested experience
  + Appropriate professional achievement within a relevant discipline

Category III Graduate Faculty: Time-limited status

Authority

* + Specific graduate-level courses as approved by Graduate Council
  + Serving on Graduate Student Advisory Committees as approved by the Graduate Council

Qualifications

* + Master’s degree or higher in relevant field of study or qualified through tested experience
  + Appropriate professional achievement within a relevant discipline

Nominations for Graduate Faculty must originate with an Academic Unit Head. A completed nomination form and CV must be submitted to the Vice Chancellor for Academic Affairs for distribution to all members of the Graduate Council for review at least 10 working days prior to the Graduate Council meeting at which action on the nomination will take place. The appropriate Academic Unit Head and Nominee will be notified in writing of the outcome of the Graduate Council’s action by the Vice Chancellor for Academic Affairs.

## Curriculum and Course Additions, Modifications, Deletions

Format of Proposal Submissions:

A completed version of the Graduate Council Course and Curriculum Proposal Form must be attached to all proposals. The Graduate Faculty member making the proposal submission may attach additional materials to the proposal form if necessary.

The format for a Course Catalog Proposal Submission is as follows: course prefix and number, title, hours of credit; prerequisites; hours of lecture and/or laboratory; and a finalized catalog course description.

The following information must be included as part of the proposal, and/or the Proposer should be prepared to address these issues:

For course additions:

* A syllabus for the proposed course must be included with the proposal.
* The Proposer will address questions during Graduate Council meetings regarding support (a statement of the appropriate faculty, library support, and any laboratories or equipment required; and availability of funds for developing and continuing the course); planned frequency of the course; the semester/term in which the course will be initially offered; and an explanation of any duplication of courses currently listed in the Course Catalog.

For course deletions:

* If the proposed course is required by students in other academic units, the Proposer should be prepared to address this issue when requested by the Graduate Council.

For course modifications:

* All pertinent items listed under course additions or deletions above must be considered.
* If an existing course is modified extensively, a course syllabus should be part of the proposal package. The appropriate action may be to submit a proposal to delete the current course and submit an additional proposal to add a new course.

For curriculum proposals:

The proposal must include the following items (applies to both existing and new curricula).

* A detailed list of curriculum requirements.
* Any pertinent items listed under course additions, deletions, or modifications above.

Changes Required by External Agencies: When curriculum changes are required by agencies external to UA-Monticello (e.g., accrediting agencies, learned societies, and national professional organizations, such as the National League for Nursing, National Association of Schools of Music, and the Society of American Foresters), the external agency’s pertinent guidelines must be made available for review by the Graduate Council.

The Graduate Council recognizes that professional guidelines and requirements may not be specified by the external agency. In such cases, Proposers need to prepare for the types of questions that Graduate Council members may have. The extent to which the proposal refers to the requirements of the external agency will determine the amount and kind of documentation required by the Graduate Council.

In addition to items and issues listed in the Format of Proposal Submissionssection above, the Graduate Council may review professional guidelines and requirements regarding the following:

* Do the professional guidelines mandate the exact course or courses requested?
* Is it possible that other already existing courses will satisfy the requirements?
* Does the expertise exist on campus to offer the course or courses?

## Graduate Certificate Program Proposals

A Graduate Certificate Program consists of 12-21 semester credit hours (24 in the case of Education programs) and reflects a coherent academic accomplishment or meets requirements for professional licensure or certification. The curriculum, goals, objectives, and student learning outcomes, justification for offering the new program, and professional licensure criteria must be submitted along with the completed Graduate Council Course and Curriculum Proposal Form. If the certificate program is designed for professional certification or licensure, the appropriate agency/board criteria also must be included in the application package.

## Add-on Licensure Proposals

For Add-on Licensures, the School of Education must adhere to the rules and regulations set forth by the Arkansas Department of Education detailed below:

Educators teaching in an academic discipline out of their current level of licensure, or in an exception area, must complete an Approved Performance-Based Program of Study, as defined by an Arkansas University, and pass the required assessment(s) for the new licensure area.

Approved Performance-Based Program of Studyrefers to a Program approved by the Arkansas Department of Education and based upon the Arkansas licensure standards. The Program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions for a particular licensure area. The curriculum, goals, objectives and student learning outcomes, justification for offering the new program, and professional licensure criteria must be submitted along with the completed Graduate Council Course and Curriculum Proposal Form.

## Graduate Degree Program Proposals

Completed versions of the current Graduate Council Degree Program Proposal Form and appropriate Graduate Council Course and Curriculum Proposal Form must be completed and attached to all proposals. Format of proposals must follow that required by the Arkansas Department of Higher Education at the time of submission. Format of proposals typically includes the following items:

* Proposed program title
* Program initiation date
* General description of the program
* Documentation of the need for the program and student demand/interest
* Student return on investment
* Student enrollment projections
* Program goals, objectives, and student learning outcomes
* Program curriculum and new course descriptions
* List of program faculty (names and credentials)
* Description of program resources (library, instructional equipment, and facilities, technology support)
* Program budget (new funds required and funding sources)
* Organizational chart reflecting the new program
* Program duplication (similar programs in Arkansas)
* Professional licensing or certification requirements and criteria

## Proposal Review and Approval Process

Copies of proposals (including the appropriate forms) must be sent by the appropriate Dean to the Vice Chancellor for Academic Affairs and members of the Graduate Council at least 10 working days prior to the Graduate Council meeting at which the proposals will be presented. The 10-day review may be waived upon Graduate Council review and a 2/3 affirmative vote. Academic units should send their written comments by campus mail or e-mail to the Proposer and to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will share with the Graduate Council any comments received.

After a proposal has been properly submitted and distributed, the proposal will be reviewed at the next scheduled Graduate Council meeting. At that time, the Graduate Council representative from the academic unit submitting the proposal must be available to explain the proposal, defend it, and address questions and concerns. If deemed necessary by a majority of the Graduate Council, other individuals (e.g., Academic Unit Heads) may be asked to provide additional perspectives and information. The Graduate Council may postpone the proposal for later consideration, reject the proposal, approve the proposal, or revise the proposal in consultation with the designated representative prior to approval. The Graduate Council reserves the right to seek additional information from the Proposer.

If a proposal is approved, a report of the Graduate Council’s action will be distributed to the Graduate Faculty for a 10-day review period. Following the Graduate Faculty review process, the Vice Chancellor for Academic Affairs will forward the Graduate Faculty’s recommendation to the Chancellor for final action. Recommendations for approval will include a copy of the approved or revised proposal. The Chancellor may approve, reject, or request a revision to the proposal. When the Chancellor rejects or recommends a revision to a proposal, the proposal will be placed on the agenda for the next scheduled Graduate Council meeting for reconsideration. The Graduate Council may revise and resubmit, withdraw, or uphold its recommendation to the Chancellor. If the recommendation is upheld by the Graduate Council, a majority vote of the graduate faculty taken within 30 calendar days will carry the action of the Graduate Faculty to the President of the University of Arkansas System for final determination. Copies of the final approved document will be sent to the Chancellor, Vice Chancellor for Academic Affairs, the Academic Unit Head proposing the change(s), and the Registrar.

Proposals for modifications, deletions, and additions that require ADHE and Board approvals must be submitted to Graduate Council no later than October 31 the year prior to the posting of the catalog in which the changes are to appear.

## Academic Appeal Process

University Academic Policies:

The right to appeal academic matters is open to all graduate students. Requests for appeals of university academic policies should be initiated with the completion of a Graduate Studies Appeal of Academic Policy Form. This form requires the signatures of the student’s Major Advisor and Dean prior to submission to the Graduate Council. The appeal form and supporting material must be submitted to members of the Graduate Council at least 10 working days prior to the Graduate Council meeting at which the appeal will be considered.

The Vice Chancellor for Academic Affairs will notify the student of the time and place of the Graduate Council meeting and of the student’s right to appear before the Council to provide pertinent information. The Vice Chancellor for Academic Affairs will inform the student in writing within 3 working days of the Council’s decision. Decisions of the Graduate Council are final.

College/School Academic Policies:

Appeals of academic matters within each College or School follow a process outlined in the appropriate College or School Graduate Handbook. If a College’s or School’s academic appeals process, or if mediation by the College or School Dean or Vice Chancellor for Academic Affairs, cannot resolve a dispute, an appeal can be heard by the Graduate Council using the process described in the previous section.