

Academic Affairs Manual

Code Number: AA 2006-21
(AAP023.001)

Status: Active

Effective Date: August 15, 2006

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Graduate Council

(Supercedes PM 96-05)

A. Functions and Responsibilities

The Graduate Council of CSU Dominguez Hills serves in an advisory capacity to the Academic Senate and to the Dean of Graduate Studies and Research. Policy considerations and recommendations will be forwarded to both.

In addition to providing a network within the campus community for faculty and administrators with responsibility for graduate programs, the Council will play an advocacy role for CSU Dominguez Hills graduate programs both on and off the campus.

1. The Council considers and makes recommendations regarding
 - a. University-wide policies regarding requirements and standards for graduate curricula and degrees.
 - b. University-wide policies for the admission, retention and graduation of students relative to graduate programs.
 - c. University-wide academic policies and standards for graduate assistantships, scholarships and fellowships.
 - d. Policies and procedures for theses, projects and comprehensive examinations.
 - e. Graduate academic program review.
2. Additionally, the Council will
 - a. Identify areas regarding graduate programs that need study (e.g. enrollment trends, admission criteria, assessment studies), and request that these studies be initiated.
 - b. Offer guidance to units in the process of starting new graduate programs.
 - c. Consider and act upon all other matters which, because of the relevance to graduate standards and the Council by the Academic Senate or Dean of Graduate Studies.

B. Membership and Meetings

1. The membership of the Graduate Council shall consist of the following:
 - a. The coordinator, chairperson, or his/her designee for each approved graduate program or option and proposed graduate program on the campus Academic Plan. Graduate programs may send additional non-voting representatives.

Approved: Allen A. Mori

Date: 8/21/07

- b. One graduate student selected by the Associated Students from nominations made by the Graduate Council.
 - c. The chair sits on the University Curriculum Committee as a voting member.
 - d. The chair sits on the Program Review Committee as a voting member.
 - e. Ex officio members will be:
 - Dean of Graduate Studies and Research
 - Vice Provost
 - Dean of University Library
 - Director of Research and Funded Projects
 - Director of Admissions and Records
2. The Graduate Council elects its chair and vice chair from among the current faculty members on the Graduate Council. The term of office for the chair and vice chair shall be two years. The chair and vice chair shall serve concurrent terms. Election shall be by a simple majority vote of the members of the Council. The vice chair serves in the chair's absence.
3. The Graduate Council shall meet at least five times each academic year. Additional meetings may be called at the request of the Chair or a majority of voting members who petition the Chair. Council formed a committee to review the policy on theses and projects. The result was the publication of an improved and enhanced Thesis and Project Guide which also affirmed the long-standing campus policy that projects would conform to the same standards as theses.