

Graduate Council Jacksonville State University

Membership and Term:

Vice Provost and Graduate Dean, Chair

Associate Vice President for Enrollment Management and Student Affairs

The SGA President

Dean of Library Services

Provost and Vice President for Academic and Student Affairs, Ex-officio member

The Associate Graduate Dean

All elected and appointed members from the academic colleges are considered voting members and should not be above the rank of department head. All other positions are non-voting members. Faculty members should have three years graduate teaching experience in their field of study. Elected and appointed members from the academic colleges shall serve for a term of three years.

Committee on Programs and Curriculum:

- Representative from financial aid

- Representative from office of the registrar

- Representative from the library

- The associate graduate dean, Chair

- The director of the MBA program

- The director of the MSN program

- Four graduate faculty members elected by the faculty senate

- Two graduate faculty from the College of Arts and Sciences

- Two graduate faculty from the College of Education and Professional Studies

Purpose and Duties of the Graduate Council:

The Graduate Council is responsible for recommending and approving policies and procedures that govern graduate education at Jacksonville State University. The Council also advises the Provost and Vice President for Academic and Student Affairs concerning all aspects of graduate education.

The Provost and Vice President for Student and Academic Affairs and/or the President provide final approval when necessary.

These responsibilities include, but are not limited to the following:

- (a) Student admission, retention, and graduate requirements for each program;

- (b) Minimum qualifications for graduate faculty;
- (c) Develop recommended procedures and criteria for the review of existing and proposed new graduate programs and the implementation of new programs concerning viability
- (d) Student appeals and advising;
- (e) Identify and publicize sources of graduate financial assistance;
- (f) Student recruitment

Officers:

The dean of the College of Graduate Studies shall serve as the chair of the Graduate Council, ex officio. In the event the position is vacant or the dean of the College of Graduate Studies is unable to serve as chair, the Provost/Vice President for Academic and Student Affairs, or the Provost's designee, shall serve as chair.

The chair will be responsible for notification of meetings, development of the agenda, preparation of appropriate meeting materials, and recording of the minutes.

Meetings:

The Graduate Council shall meet as needed but not less than twice per year. The chair shall provide sufficient advance notice to the membership prior to each meeting.

Committee on Programs and Curriculum:

The purpose of this committee is to review all graduate curriculum changes, and to provide initial review of proposed new graduate programs. Curriculum changes include but are not limited to new courses, deleted courses, course revisions and program revisions. Proposed new graduate programs will be forwarded to the chair of the Graduate Council. The chair will disseminate the program proposal to the members of the Graduate Council. The chair is also responsible for ensuring all proposed new graduate programs follow the university protocol for internal and external review and approval.

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Officers:

The associate graduate dean shall serve as chair of this committee. All faculty members should have three years graduate teaching experience in their field of study. Exceptions to the term limit will be granted by the graduate dean. All proposed curriculum changes will be electronically transmitted to the chair of the committee. The chair will forward the proposed changes to the committee members for review, comment and recommendations for approval/non-approval. Disputes will be referred to the graduate council.

Revised 11/13