

GRADUATE SCHOOL STRUCTURE		PAGE
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The Graduate School supervises all graduate work at the University, establishes rules for admission of students to graduate standing, and recommends to the President and the Board of Regents that the appropriate degrees be conferred upon students who have satisfactorily



selected from the nominees based on willingness to serve, ability to attend Council meetings, and academic credentials.

2.

graduate students, approval of plans of study for graduate students, certifying completion of degree requirements, and exception and waiver requests of graduate students. Such records, forms, and minutes as necessary for the operation of the Graduate School shall be maintained. The Graduate Dean shall provide for the establishment and updating of procedures and regulations relating to the Graduate School. The Graduate Dean shall chair meetings of the Graduate Council and shall call a meeting of the Graduate Council at least once a month during the regular academic year.

The Graduate Dean shall take action on routine items such as (a) Graduate Faculty nominations, (b) course changes, (c) exceptions to current regulations, and (d) departmental degree requirements over and above the general Graduate School requirements. The Graduate Council shall review disapprovals on these matters made by the Graduate Dean, if appeals are initiated.

The Graduate Dean may delegate any of the listed responsibilities.

Associate or Assistant Graduate Deans are responsible for assisting the Graduate Dean as determined by the Graduate Dean.

- B. **GRADUATE COUNCIL** – The Graduate Council shall serve as an executive body of the Graduate Faculty in an advisory role to the Graduate Dean. In general, it shall concern itself with consideration of major policy items or major changes in graduate programs as are appropriate to the areas of responsibility defined for the Graduate

3. To conduct review of graduate programs by evaluating the program self-studies generated by the departments, as part of the Board of Regents Program Review, and providing recommendations to the Graduate Dean concerning the quality of the programs.
4. To maintain effective liaison with departments participating in graduate programs, encourage the growth of interdisciplinary programs, and exercise central planning functions designed to promote programs of the highest quality.
5. To assist in designing and administering graduate programs.
6. To encourage student research/creative endeavor as part of their graduate education.
7. To provide input to the Graduate Dean on issues submitted to the Council by the Dean.
8. To receive and act upon such matters brought to it by its standing or ad hoc committees.
9. To develop the Graduate School categories for Graduate Fac

college. Specific approval steps are indicated elsewhere in this document.

D. GRADUATE COORDINATORS – Graduate Coordinators are charged with the primary role of coordinating the policy and procedures of the Graduate School between their programs and the Graduate Office. Additionally, they are charged with monitoring the condition of the graduate program in their field, working with their departmental chair or other responsible administrator/committee in maintaining the quality and viability of their graduate program, serving as an agent of the Graduate Faculty in their area, and processing records of graduate students in their area. These items may include:

1. Admission recommendations and graduate enrollment management
2. Program advising and maintaining departmental student records
3. Monitoring academic progress of students, including probation and dismissal recommendations and exception requests
4. Ensuring administration and reporting of general graduate program requirements
5. Program assessment

E. GRADUATE FACULTY –



Approval for substantive changes, additions, or deletions to the Graduate Faculty Bylaws shall be submitted to the Graduate Faculty for vote. A two-thirds vote of the regular membership of the Graduate Faculty who return the mail



Demonstrated departmental needed





The Graduate Council is elected by the Graduate Faculty as an executive body to serve as an agent for the Graduate Faculty. The function and composition of the Council is specifically defined by the Wichita State University Graduate School Bylaws. While these areas are summarized below for completeness, the Graduate School Bylaws serves as the governing document for defining the function and composition of the Council. The primary function of this document is to define procedure and process in carrying out the work of the Council.

In general, the Council shall concern itself with consideration of major policy items or major changes in graduate programs as are appropriate to the areas of responsibility defined for the Graduate Dean and exercise final review in cases involving disapprovals by the Graduate Dean. The Council shall also serve as a central agency whereby communication is established and maintained among the various areas of the University in matters pertaining to graduate affairs. The representatives on the Graduate Council shall disseminate information pertaining to graduate affairs from the Graduate Office. They shall also determine and present the views of their constituents (graduate faculty members, doctoral program faculty, and/or students) whom they represent to the other members of the Council and the Graduate Dean. Additional specific functions are defined within the Graduate School Bylaws.

The Council includes the Dean of the Graduate School and the Associate and Assistant Graduate Deans as members. Representatives from each college are elected for two year terms by the Graduate Faculty from that area (one per college, except for the Fairmount College of Liberal Arts and Sciences that has a representative for each division). There are two at-large representatives, representing current graduate students and the doctoral programs. The student and doctoral at-large members are selected by the Graduate Dean, but in practice the process of identifying and nominating at-large representatives is cycled through the colleges. Both at-large members serve one year terms. Whenever a vacancy occurs, the Graduate Dean selects replacements in consultation with the graduate faculty of that area to serve out the remainder of the term.

An alternate representative shall be identified for each member of the Council, so that the area can be represented when the Council member cannot attend meetings. The runner-up in each Council representative election will be selected as the alternate for that area. In the absence of a second person on the ballot or the runner-up declines the alternate representative role, the Graduate Dean in consultation with the faculty from that area will select the alternate. Similarly,

