

**Committee on Graduate Education, Continuing Education and Special Programs**  
(*Faculty/Administration Manual* September 2008, Article V. Section 3. B. 2.)

a. Composition: Five faculty members, at least one of whom is also a member of the Graduate faculty. The Dean of Graduate Studies is a non-voting *ex-officio* member of this committee. The Registrar is an *ex-officio* member.

b. Duties:

- (1) To receive or initiate recommendations and suggestions concerning graduate education, continuing education, and special programs;
- (2) To review or initiate policy issues related to continuing education programs, and to evaluate proposed graduate programs and courses and, *via* the Graduate Council, to advise the Graduate Faculty relative thereto;
- (3) To review and suggest non-credit and outreach programs;
- (4) To serve as the faculty liaison for continuing education program planning of an academic nature; and
- (5) To assist in planning and to provide advice on faculty development programs related to graduate education and continuing education.

**Committee Procedures for Curriculum Proposals** (adopted November 5, 2008)

- A. The Committee Chair, in collaboration with the Graduate School, establishes the dates when curriculum proposals are due and notifies Program Directors and Department Chairs. These dates also are posted on the Graduate School website.
- B. Curriculum proposals are submitted to the Graduate School liaison for the committee by the program director and/or the department chair. Proposals should be submitted using the forms on the Graduate School website. A complete proposal includes all signatures (program director, department chair(s), school dean(s), provost, and budget director).
- C. The Graduate School liaison checks proposals for completeness and sends proposals to the Committee Chair for distribution to the committee.
- D. The Committee reviews and discusses proposals during scheduled committee meetings. In rare cases, additional meetings may be scheduled. A representative of the program (e.g., the program director or department chair) should attend the committee meeting to answer questions.
- E. The Committee votes on each proposal with the Committee Secretary documenting recommendations. The Committee may vote to approve, approve with changes, table, send back for revisions, or not approve proposals.
- F. The program director and/or department chair is notified in writing of the Committee's decision(s) and any necessary changes. It is the responsibility of the program director and/or department chair to make any required revisions before the proposal due date of the Graduate Council.

- G. The Committee Chair (or designee) will represent the Committee at the Graduate Council and Senate levels for curriculum proposals and other formal recommendations of the Committee.
- H. Officers (chair and secretary) are elected in a called meeting of the next year's committee before May 15 each year.
- I. The Committee agendas and approved minutes are posted on the committee's website.

### **General Guidelines for Graduate Program Proposals**

- 1. Complete all sections of the program proposal (or change) form. For certificate program proposals, follow the guidelines (there is no form).
- 2. For new programs, consult and adhere to the flowchart and CHE/SACS guidelines. Consult with the Graduate School, Registrar's office, and the Office of Accountability, Accreditation, Planning, and Assessment early in the planning process.
- 3. New courses that accompany new programs of study may be submitted separately or with the program proposal. Courses do not have to be approved outside the College.

### **General Guidelines for Graduate Course Proposals**

- 1. Complete the new or revised graduate course form (word processed).
- 2. For new or significantly revised courses, attach a syllabus in the department or school format.
- 3. Not needed: actual instructor name, office hours, actual dates of class meetings
- 4. Required:
  - a. Course title, name, number (from registrar), and number of credit hours
  - b. Course description (for catalog), limited to 50 words.
  - c. Course objectives that reflect graduate-level requirements (depth and perspective in a context that will enhance the graduate education of students).
  - d. Course location(s) (campus, off-campus, alternative delivery)
  - e. Connection to standards of accreditation body (if required)
  - f. Accurate grading scale (that matches the level of the student, undergraduate or graduate\*)
  - g. Accurate course schedule (topic outline over 14 weeks of class)
  - h. Course assignments and readings that reflect graduate-level expectations and course objectives
- 5. Programs that submit a number of new or significantly revised courses will be expected to demonstrate that the program of study has not changed or submit a program revision proposal.

\*The graduate student grading scale includes A, B+, B, C+, C, and F (and I, W, P, S, U, XF in those circumstances).