Graduate Council Bylaws

I. Name And Purpose

A. Name

This body shall be called the Graduate Council.

1. Responsibilities

   a. The Graduate Council is responsible for developing, maintaining, and recommending changes in graduate program policies at Western Connecticut State University. The function of the Graduate Council is to foster high academic and professional quality in programs, faculty, students, and support services.

2. The Graduate Council sets admission and university standards by:

   a. Developing minimum admission and academic standards for all graduate students.
   b. Reviewing admission and academic standards of graduate programs.
   c. Acting on student appeals concerning:
      (1) Extension requests.
      (2) Academic dismissal.
      (3) Other matters relating to academic issues.

3. Curriculum

   The Graduate Council reviews and makes recommendations on all curriculum matters involving graduate programs.

II. Membership

A. The Dean of Graduate Studies and External Programs  Associate Vice-President for Academic Affairs (nonvoting)

B. The Associate Director of the Division of Graduate Studies (nonvoting)

C. The Deans of the Schools (two voting)

   1. Ancell School of Business
   2. School of Arts and Sciences
   3. School of Professional Studies
   4. School of Visual and Performing Arts
   5. The two voting deans are selected annually, on a rotating basis, by the Provost/Vice-President for Academic Affairs

D. The faculty members designed as Coordinator of graduate programs (voting)
E. Two graduate students as representatives at large (voting)

1. The Dean of Graduate Studies seeks volunteers from the matriculated students in the graduate programs and presents two students to be appointed to the Graduate Council at its first meeting of the academic year.
2. Only one student may be from any single graduate program.

III. Officers

A. Chairperson

1. The chairperson shall be elected by a majority vote of the Graduate Council at the May meeting.
2. She/he may designate a member of the Graduate Council to serve as chairperson in his/her absence.

B. Secretary

The Graduate Dean Associate Vice-President for Academic Affairs or his/her designee shall serve as Secretary.

IV. Meetings

A. Frequency and Place

1. Regular meetings of the Graduate Council shall ordinarily be held once a month from September through May each academic year. An annual schedule of meetings and meeting places (in agreement with the official academic calendar) shall be published on or before September 20 of each year by the incumbent chair. In the event that the chair cannot publish the schedule, the Graduate Dean Associate Director for the Division of Graduate Studies shall do so.
2. Agenda items and all supporting documentation must be delivered to the Graduate Office at least 7 days prior to the regularly scheduled meeting. The Graduate Office will distribute the materials at least three days prior to the meeting.
3. Meetings shall be conducted according to Robert’s Rules of Order.

B. Records of Meetings

1. The Secretary shall keep the minutes of all business transacted at meetings.
2. Copies of the minutes of regularly scheduled meetings shall be distributed to all members at least three days prior to the next meeting and one (1) copy shall be distributed to the University Senate President.
3. The Graduate Dean Associate Director for the Division of Graduate Studies shall keep the official permanent record of the minutes, courses, and programs approved and all other business transacted by the Council.
C. Voting

1. A quorum shall consist of a majority of the voting members.
2. All decisions of the Council shall be made by a majority vote of those present except as noted elsewhere in these bylaws.
3. In the event that a quorum is not met at a regularly scheduled meeting of the council voting may take place electronically within one week.

D. Reports

1. The Graduate Council, through its chair, shall report all policy recommendations to the University Senate and the Provost/Academic Vice-President.
2. The Graduate Council shall submit an annual report to the University Senate.

V. Function

A. Ad Hoc Committees

The Council may establish ad hoc committees to perform specific tasks. The chairperson and members of such committees will be appointed by the Graduate Council. An ad hoc committee will cease to exist when its final report has been accepted by the Graduate Council.

B. Three (3) (4) (3) Standing Committees:

1. Curriculum Committee

The Curriculum Committee reviews all proposed changes to curriculum prior to submission to the Graduate Council.
Membership: Minimum of 3
Meetings: Once a month or as necessary
Reports: At Graduate Council meetings, as necessary

2. Scholarship Committee

The Scholarship Committee reviews, evaluates, and recommends candidates for graduate scholarships.
Membership: Minimum of 3
Meetings: Once a month or as necessary
Reports: At Graduate Council meetings, as necessary

3. Vision Committee

The Vision Committee prepares and reviews the Strategic Plan for Graduate Studies prior to submission to the Graduate Council.
Membership: Minimum of 3
Meetings: Once a month or as necessary
Reports: At Graduate Council meetings, as necessary

4. Academic Appeals Committee

The Academic Appeals Committee hears student appeals and reports decisions to the Associate Vice-President for Academic Affairs.

Membership: Minimum of 3
Meetings: Once a month or as necessary
Reports: At Graduate Council meetings, as necessary

VI. Changes To These Bylaws

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, provided the members have been given written notice of the changes at least one week prior to the meeting and with the approval of the University Senate and the President of the University.

Approved by the Graduate Council: April 10, 1989
Senate Approval: April 26, 1989
Revised Dec. 13, 1989
Senate Approval R-03-09-03
Administrative Approval 10/10/03
Senate Approval: Feb. 21, 2007 (R-07-02-12)
Admin. Approval 5/4/07
Senate Approval: November 17, 2010 (R10 11 03)