

UNIVERSITY OF ARKANSAS AT MONTICELLO

ORGANIZATION OF GRADUATE STUDIES

The Board of Trustees of the University of Arkansas has authorized selected master's degree programs at the University of Arkansas at Monticello. The graduate faculty, represented by the Graduate Council and the Provost and Vice Chancellor for Academic Affairs, bears primary responsibility for graduate courses and graduate degree programs. The graduate faculty determines academic policies and establishes standards for graduate programs.

A. The Office of Graduate Studies

The Office of Graduate Studies is located in Academic Affairs and is headed by the Provost and Vice Chancellor for Academic Affairs or a designee of his/her choice. Any person who wishes to earn graduate-level credit, whether as a degree-seeking student or as a non-degree student must make formal application to the University and be officially admitted by the Office of Admissions. To pursue a graduate degree, applicants must also be admitted to the appropriate graduate degree program.

B. The Graduate Faculty

The graduate faculty consists of the President of the University of Arkansas System, the Chancellor, and members of the faculty holding the rank of Assistant Professor or higher who are teaching graduate classes or who have other significant involvement in graduate studies (e.g., serving on student committee, supervising research, contributing scholarly expertise, etc.). Admission to the graduate faculty will be based upon approval of nomination (resume and proposed role in the program) by the Graduate Council. Other qualified individuals, including adjunct faculty, may be eligible for temporary membership to the graduate faculty based upon level of participation or expertise in scholarly activity and approval of nomination. Faculty who enter an inactive phase of involvement with graduate studies should notify the Graduate Council to withdraw their names from the graduate faculty.

The graduate faculty oversees graduate academic matters including policies and procedures, academic regulations, courses of instruction, admission standards, and degree requirements. Actions of the graduate faculty are implemented with the concurrence of the Chancellor. When the Chancellor does not concur in policy, further action may be taken by the graduate faculty. A two-thirds majority vote of the graduate faculty taken within thirty calendar days will carry the action of the graduate faculty to the President for final determination. Graduate faculty meetings, called and chaired by the Provost and Vice Chancellor for Academic Affairs, shall be called at least once each fall and spring semester. The Provost and Vice Chancellor for Academic Affairs shall also call special meetings upon

written petition of at least 5 voting members of the graduate faculty. Announcements of each meeting with an agenda shall be sent to the graduate faculty at least one week before the date selected.

The Provost and Vice Chancellor for Academic Affairs and the Graduate Council determine the agenda for each Graduate Faculty meeting, but any other items may be presented from the floor and, with the approval of the majority, shall be added to the agenda. Minutes of graduate faculty meetings will be distributed to the graduate faculty within one week.

While retaining authority to review, the graduate faculty approves or disapproves its actions and delegates policy-making authority to the Graduate Council. A two-thirds majority vote of the graduate faculty in attendance at a special meeting petitioned to review a decision may overrule a policy made by the Graduate Council

C. The Graduate Council

The Graduate Council is a policy-making body with responsibility delegated to it by the graduate faculty. The Council, chaired by the Provost and Vice Chancellor for Academic Affairs or his/her designated representative, determines its own procedures and interprets its own actions as set forth in the Graduate Council Operating Procedures. The Council will meet at least once each semester. Minutes of Council meetings shall be made available to the graduate faculty. In cooperation with the Provost and Vice Chancellor for Academic Affairs, the Graduate Council implements guidelines for graduate education and reviews/develops policies and procedures concerning matters submitted by academic units (e.g., admission criteria, graduate courses, proposals for new graduate courses, and the evaluation of the quality of graduate education).

The Graduate Council is composed of representatives of the voting members of the graduate faculty (no unit heads) and degree seeking graduate student members. The graduate faculty on the Council consists of the following: two voting members of the graduate faculty and one student from each academic unit that offers a graduate degree, and one voting member from each academic unit with significant graduate course offerings as determined by the Graduate Council. The Provost and Vice Chancellor for Academic Affairs will serve as an *ex officio* voting member. The Deans (or appointed designees) and graduate program coordinators of academic units offering graduate degrees serve as *ex officio* non-voting members as well as the Registrar and Assistant Vice Chancellor for Academic Affairs. Academic units select faculty as members to the Graduate Council. The term of office for each selected member will be two years with no more than two consecutive terms unless there is no eligible replacement. Any vacancies may be filled by the unit affected.

D. Committees of the Graduate Council

The Graduate Council has no standing committees. However, the Council may appoint *ad hoc* committees as necessary. The Graduate Council will function as a committee of the whole for considering matters such as curriculum, standards, admissions, and similar concerns.

E. Amendments to the Organization of Graduate Studies

The statement of Organization of Graduate Studies may be amended by a two-thirds majority vote of the graduate faculty members attending a special meeting to consider the amendment. The proposed amendment must appear on an agenda distributed to members of the graduate faculty.

Revised and approved by Graduate Council: 04/11/06
Approved by Graduate Council 04/24/98