



# GRADUATE COLLEGE

## POLICY HANDBOOK



UNIVERSITY OF  
**Nebraska**

The Graduate College Governance Documents and Related Policy Documents were edited and approved by the 2011-12 members of the Executive Graduate Council.

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# University of Nebraska Graduate College Policy Handbook

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# Graduate College Governance Documents

## I. General Organization of the Graduate College

- A. There shall be a single University-wide Graduate College with a single University-wide graduate faculty, having the authority and responsibilities designated in Section II, THE GRADUATE FACULTY.
- B. Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in an Executive Graduate Council. The authority and responsibilities of the Council are designated in Section III, THE EXECUTIVE GRADUATE COUNCIL.
- C. The Dean of the Graduate College shall be the University-wide executive officer for graduate studies and research. The Dean shall coordinate graduate programs among the respective campus units. The Dean, or the Dean's designee, shall serve as the presiding officer of the University-wide Graduate Faculty and Councils thereof. The Dean shall recommend appointment to or removal from the Graduate Faculty and shall be administratively responsible for the welfare of the Graduate College and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies and research. The office of the Dean of the Graduate College shall be the clerical center and clearing house for all official communications between the Executive Graduate Council, and the faculty, administrators, and external agencies.
- D. Campus Deans for Graduate Studies shall be administratively responsible to their respective Chancellors, and to the Dean of the Graduate College in their capacities as officers of the College. Campus Deans shall act as liaison officers between the Chancellors and the Dean of the Graduate College, preside over the meetings of their campus Graduate Councils and campus Graduate Faculties, and administer their respective campus graduate programs.
- E. Under authority delegated to them by the Executive Graduate Council, the Graduate Faculty of each campus shall conduct the affairs of the Graduate College which are specific to their campus, including the election of a campus Graduate Council to act on behalf of the campus Graduate Faculty. Actions of a campus Graduate Faculty or a campus Graduate Council shall not supersede the authority of the University-wide Graduate Faculty or of the Executive Graduate Council.

## II. The Graduate Faculty

### A. Authority and Responsibilities

- 1. The authority and responsibilities of the Graduate Faculty shall include adoption of attendance rules, determination of requirements for graduation in all Graduate College programs, recommendations of candidates therefore, developing research and extension programs, discipline of students for conduct solely affecting the College, and providing to the Board of Regents recommended admission requirements, courses of study and other relevant material for meeting statutory requirements.

## B. Membership

1. **Graduate Faculty.** The Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees, and serve on supervisory committees. Graduate Programs may have additional written criteria, approved by the campus Dean for Graduate Studies, for participation on Ph.D. supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental area program.
2. **Emeriti Status.** Upon the recommendation of the departmental/school or interdepartmental Graduate Committee retired Graduate Faculty who have been appointed to emeritus status may retain the rights and privileges associated with their status as Graduate Faculty. These rights and privileges include permission to teach graduate courses, to serve as members of graduate programs, or to co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. Emeriti faculty can be reappointed annually by the departmental/school Graduate Committee, and approved by the departmental/school Chair or Head and by the respective campus Dean for Graduate Studies, University of Nebraska. Any compensation continues to reside with the department/school.

## C. Criteria for Membership

1. **Graduate Faculty.** A faculty member nominated for appointment as Graduate Faculty member must meet the following minimum requirements:
  - a. Hold the rank of Senior Lecturer<sup>1</sup>, Assistant Professor or above;
  - b. Hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Committee of the nominee's department/school or interdepartmental area;
  - c. Be actively involved in scholarly activity and/or graduate teaching as part of his or her regular duties;
  - d. Have demonstrated clear evidence of continuing scholarly activity at the national level and potential in the discipline, beyond teaching.

## D. Procedures for Appointment

### 1. Appointment as Graduate Faculty without Application

**New faculty in departments/schools with graduate degrees.** All future new University of Nebraska faculty members who meet the required criteria and are to be appointed to specific term, health professions or continuous appointments in academic departments/schools that house a graduate degree granting program (masters, doctoral, or both) would automatically be appointed as Graduate Faculty. No application process would be required. All new faculty in this category will be appointed as Graduate Faculty in their letter of appointment at the time of hire, contingent upon the approval of the campus Dean for Graduate Studies.

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<sup>1</sup> Senior lecturers who seek Graduate Faculty designation must apply for such appointment.

## 2. Faculty Who Must Apply to be Designated Graduate Faculty

- a. **Faculty in departments/schools not granting graduate degrees.** With the exception of faculty appointed as Graduate Faculty without application under Section D1, all current or future University of Nebraska faculty members in academic departments/schools that currently do not house a graduate degree granting program (masters, doctoral, or both) must apply to be appointed as Graduate Faculty.
- b. **Future faculty on special appointment (including senior lecturer and adjunct faculty).** All future University of Nebraska faculty members on special appointment in any academic department/school (whether it houses a graduate degree program or not) must apply to be appointed as Graduate Faculty.

## 3. Process for Applying to Become Graduate Faculty

Eligible faculty members will utilize the following process to apply for status as Graduate Faculty (see Appendix 1):

- a. Submit an application form and vita to the chair of the graduate committee in the relevant department/school or interdepartmental program.
- b. All Graduate Faculty in the relevant department/school will vote on the application. A two-thirds majority of these graduate faculty must support the nomination in order for it to be forwarded to the campus-level Dean for Graduate Studies. The chair of the graduate committee will write a letter interpreting the department/school vote (i.e., explaining the reasons for supporting the nomination), and then forward the file to the campus Dean for Graduate Studies.
- c. For faculty in departments/schools without graduate programs, or in departments/schools with graduate programs with fewer than six Graduate Faculty, or for interdepartmental programs, a special ad-hoc six-person review committee of Graduate Faculty will be appointed by the campus Dean for Graduate Studies. The chair of the ad-hoc committee will write a letter to the campus graduate dean explaining the reasons for supporting the nomination. A two-thirds or greater majority of the committee must support the nomination. In the case of interdepartmental graduate programs, the director of the program will recommend members to the campus Dean for Graduate Studies.
- d. The campus Dean for Graduate Studies will then review the nomination, and either approve or defer it. If approved, the nomination is forwarded to the Dean of the Graduate College.
- e. The Dean of the Graduate College will then review the nomination and either approve or defer the nomination. If approved, the Dean formally appoints the faculty member to Graduate Faculty status.

## 4. Special Procedures

In those cases in which there is no graduate program in a particular discipline on a given campus, or in which the number of Graduate Faculty in a particular discipline is less than six, a person in that discipline on that campus may be nominated for Graduate Faculty by any Graduate Faculty member in that discipline or a related discipline on that campus or another campus. Such nominations must be recommended by either two-thirds vote of the Graduate Faculty of the corresponding department/school on another campus, or by two-thirds vote of a special ad hoc committee of six Graduate Faculty that shall:

- a. include all the Graduate Faculty in the nominee's department/school or interdepartmental area, with the remainder being Graduate Faculty from the same campus or similar departments/schools or interdepartmental areas from the same campus; and
- b. be appointed by the campus Dean for Graduate Studies from names submitted by the nominator.
- c. In all cases, nominations for Graduate Faculty shall be submitted from the groups indicated above to the campus Dean for Graduate Studies for approval. If the campus Dean approves a nomination, it shall be submitted to the Dean of the Graduate College for approval.

#### **E. Procedure of Appeal**

1. Any nominee, or nominator only with the written permission of the nominee, who believes that his or her nomination has not been properly acted upon by the departmental/school or interdepartmental Graduate Committee, or the chairperson thereof, or departmental chairperson/school director, or college dean, may appeal to the campus Dean for Graduate Studies, who may wish to refer the appeal to the campus Graduate Council for advice. A nominee, or nominator only with the written permission of the nominee, who believes that his or her nomination has not been properly acted upon by a campus Dean for Graduate Studies may appeal to the Dean. The nominee, or nominator only with the written permission of the nominee, may at his or her discretion discuss the nomination under appeal with either the campus Dean for Graduate Studies or the Dean. In the event that such a meeting is scheduled, both the nominee and the nominator may attend.
2. The Executive Graduate Council shall serve an appellate function when a nominee, or nominator only with the written permission of the nominee, believes that his or her nomination has been improperly deferred by the Dean. If the Executive Graduate Council upholds the deferment, that decision shall be final. If the Executive Graduate Council recommends that the Dean's previous decision to defer be reversed, the nomination shall be returned to the Dean with a recommendation that it be approved. If the Dean does not approve it, the nomination and all accompanying documents shall be forwarded to the Executive Vice President and Provost; if the Executive Vice President/Provost does not approve it or if the Executive Vice President/Provost and the Dean are one and the same, the nomination and documents shall be forwarded to the President for final disposition. Decisions on appeals forwarded by Council approval must be made within twenty (20) working days.
3. The nominee, or nominator only with the written permission of the nominee, must file any appeal of any deferral of his or her nomination within twenty (20) working days after notification of such deferral.
4. Only data which accompanied the original nomination may be considered at any level of an appeal.
5. Even though a particular nomination is under appeal, a new nomination containing additional information may be submitted to the campus Dean at any time without prejudicing the appeal. The appeal will then be held in abeyance during the period that the new nomination is being considered by the campus Dean.

## F. Graduate and Supervisory Committees

1. **Graduate Committees.** Each department/school or interdepartmental area offering major work leading to the master or doctoral degree shall have a Graduate Committee consisting of not less than three Graduate Faculty, one of whom shall serve as chairperson of the Committee.

All Graduate Committees must have at least a two-thirds majority of Graduate Faculty on the Committee and its chairperson must be a member of the Graduate Faculty.

For graduate programs involving only one department/school, membership on the Graduate Committee shall be recommended by the Graduate Faculty of the department/school through its departmental chairperson/school director, for approval and appointment by the campus Dean. For graduate programs involving more than one department/school, membership on the Graduate Committee shall be recommended by the participating Graduate Faculty of the participating departments/schools through the chairperson of the interdepartmental area committee, or, if no such committee exists, through the chairpersons of the participating departments/schools, for approval and appointment by the campus Dean. Graduate Committees are responsible for the general supervision of graduate work in their departments/schools or interdepartmental areas.

2. **Supervisory Committees.** For each student who has been accepted by a departmental/school or interdepartmental area for doctoral studies there shall be a Supervisory Committee, of at least four members, all of whom shall be Graduate Faculty. Membership on Supervisory Committees shall be recommended by the departmental/school or interdepartmental Graduate Committee for approval and appointment by the campus Dean. Graduate programs may have additional written criteria, approved by the campus Dean for Graduate Studies, for participation on Ph.D. supervisory committees. The minor, or related fields, if applicable, shall be represented on the Committee. The Committee shall approve the student's program of studies, monitor the student's academic progress, approve the dissertation subject, prepare, give, and evaluate the comprehensive and final examinations, and approve the dissertation.

## G. Meetings

The Graduate Faculty as a whole shall be called into special session by a majority vote of the Executive Graduate Council, or by a petition signed by any 100 members of the Graduate Faculty. The quorum for meetings of the Graduate Faculty shall be ten percent of the voting membership of the Graduate Faculty. Provided a quorum is in attendance, all actions taken at such meetings under the category of new business, or agenda items supported by a majority, but less than a two-thirds majority of those present at such meetings, must be submitted to the Faculty of the Graduate College on a mail ballot. Any agenda item ratified by a two-thirds majority shall be policy and shall not be sent to the Graduate Faculty on a mail ballot, unless specifically requested by a majority of those present at the meeting.

Ten members of the Graduate Faculty may petition to place items on the agenda for meetings of the Faculty of the Graduate College, if such items are presented in writing to the Dean of the Graduate College at least three weeks prior to the meeting. Items to be voted on must be submitted as written motions with proper supporting material. If substantial amendments to the written motions are made at the meeting, they shall be considered as new business and shall be submitted to the Faculty of the Graduate College on a mail ballot. In the absence of a quorum, the agenda items of the proposed meeting of the Graduate Faculty shall be referred to the Executive Graduate Council for consideration.

There shall be an alphabetical master list, by campus, of Graduate Faculty available at meetings of the Graduate Faculty for sign-in purposes. The Dean shall appoint a parliamentarian, and Robert's

Rules of Order shall be the parliamentary authority for Graduate Faculty meetings. Actions taken by the Graduate Faculty as a whole, either at a duly called meeting of the Graduate Faculty or by a two-thirds majority of those voting by mail ballot, shall supersede any action taken by the representation Executive Graduate Council.

### **III. The Executive Graduate Council**

#### **A. Authority and Responsibilities**

Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in the Executive Graduate Council. Specific responsibilities of the Executive Graduate Council shall include:

1. Exercising the general legislative and academic authority of the Graduate Faculty, and delegating appropriate portions thereof to the campus Graduate Faculties and campus Graduate Councils;
2. Recommending approval or disapproval of all new proposed graduate programs or substantially modified graduate programs, as well as proposed deletions of graduate programs, and monitoring graduate course offerings;
3. Coordinating graduate programs where such coordination seems in the best interests of the clientele being served, and of the University;
4. Establishing broad policy concerning graduate education and research for the University of Nebraska;
5. Assisting and promoting cooperation between campuses, between colleges, and between departments/schools where such cooperation seems promising;
6. Conducting a continuing quality audit on all graduate programs, including graduate programs at the sub-doctoral level, with findings and recommendations made to the Executive Vice President/Provost and the respective Chancellors; and
7. Conducting a continuing review of the criteria for membership on the Graduate Faculty and the manner in which these criteria are applied in practice.

#### **B. Membership**

The Executive Graduate Council is a representative body, consisting of Graduate Faculty. The Council will consist of two faculty representatives from each campus and one faculty alternate from each campus.

The process for selecting representatives to the Executive Graduate Council shall be determined by the graduate faculty or graduate council, as appropriate, at the local campus level, provided that a model of faculty governance is maintained. This process can be modified at the local campus level. The selection process must ensure that Executive Graduate Council members also serve on their respective Campus graduate council in order to facilitate communication between the Council and campuses.

### C. Terms

The term for faculty members of the Executive Graduate Council shall be three years with the composition changing at staggered intervals. A faculty member may serve no more than two terms consecutively. When a faculty member resigns from the Council before his or her term is completed, a successor shall be chosen by the campus to serve for the remainder of the vacated term. The Dean may appoint temporary replacements to serve until the campus names a replacement.

### D. Meetings

The Executive Graduate Council shall normally meet in regular session as a whole Council twice each year at such times and such places as shall be designated by the Executive Graduate Council. A quorum shall be considered to be half the voting membership of the Executive Graduate Council. Robert's Rules of Order shall be the parliamentary authority for conducting all meetings of the Executive Graduate Council. Special meetings of the Executive Graduate Council may be called by a petition signed by any three voting members presented to the Dean or by the Dean.

## IV. Amendments and Conflicts

All amendments to this Governance Document shall be proposed by the Executive Graduate Council and, once proposed shall be forwarded to the Graduate Faculty on mail ballots, which ballots must be returned to the Office of the Dean of the Graduate College within fifteen (15) working days. Approval of all amendments must be by a two-thirds majority of those Graduate Faculty voting. All amendments that are approved by mail ballot shall be forwarded to the Board of Regents for final approval.

Nothing in this Graduate College Governance Document shall be construed to be in conflict with any Bylaws of the Board of Regents, or any applicable state or federal laws.

**Document History** "System-Wide Organization and Procedures for Administrative and Faculty Management of Graduate Studies and Research" approved by Voting Graduate Faculty in a mail ballot on April 7, 1973, subsequently modified by system Graduate Council on June 18, 1973, which included "Administrative Understandings Concerning . . ." the above document. Approved by the Board of Regents on July 14, 1973.

Approved "Executive Graduate Council as the representative of the Graduate Faculty" by the Executive Graduate Council on November 13, 1975, and by the Board of Regents on March 13, 1976.

Amendment (also to the Bylaws) to include "appeal procedure" approved by the Executive Graduate Council on September 1, 1977, and by the Board of Regents on November 11, 1977.

Amendment to include "graduate student representatives on Council" approved by mail ballot of the entire Graduate Faculty on March 16, 1978, and by the Board of Regents on May 20, 1978.

Amendment to name "the Executive Committee as a permanent Standing Committee" approved by mail ballot of the entire Graduate Faculty on February 15, 1979, and by the Board of Regents on May 18, 1979.

Amendment to include "Committee III of the EGC shall serve as the nominating committee for the faculty members of the Executive Committee and shall determine a slate of nominees for presentation to the Executive Graduate Council at the September meeting," also including "additional nominations shall be called for from the floor at the time of the election" approved by the Executive Graduate Council on December 5, 1985, and by the Board of Regents on December 14, 1985.

Amendment to "extend membership to Emeriti Graduate Faculty" approved by mail ballot of the entire Graduate Faculty on December 7, 1988, and by the Board of Regents on February 11, 1989.

Amendment to include "UNK representation of the EGC and the Executive Committee of the EGC" approved by mail ballot of the entire Graduate Faculty on November 9, 1990, and by the Board of Regents on January 12, 1991.

Amendment to "exclude faculty with emeriti or adjunct status from determining the number of member representatives on the Executive Graduate Council" approved by mail ballot of the entire Graduate Faculty on May 13, 1993, and by the Board of Regents on July 10, 1993.

Amendment to "reduce the size of the Executive Graduate Council and streamline its mode of operation" approved by mail ballot of the entire Graduate Faculty on February 1, 1996, and by the Board of Regents on February 24, 1996.

Amendment to "include the rank of Senior Lecturer in the Criteria for Membership to the University of Nebraska Graduate College" approved by mail ballot of the entire Graduate Faculty on March 24, 1999 and by the Board of Regents on May 1, 1999.

Amendment to "replace the current two-tier system of Graduate Faculty member and Graduate Faculty Fellow with a single tier in which all faculty would be designated as Graduate Faculty" approved by mail ballot of the entire Graduate Faculty on May 12, 2003 and by the Board of Regents on June 7, 2003.

## **V. Dean of the Graduate College**

The following is extracted from the Bylaws of the Board of Regents, Section 2.3:

The Executive Vice President and Provost. The Board, upon recommendation of the President, shall appoint an Executive Vice President and Provost, who shall, after the President, be the University's ranking academic and administrative officer. The Executive Vice President and Provost shall have the following specific responsibilities:

- (h) Serve as Dean of the University-wide Graduate College and as the presiding officer of the graduate faculty and the Executive Graduate Council. In this capacity he or she shall
  - (1) recommend appointment to or removal from the graduate faculty,
  - (2) be administratively responsible for the welfare of the Graduate College and for implementing the policies of the Board and the graduate faculty concerning graduate studies and research, and
  - (3) act as an advisor to the President, and as appropriate, the Chancellors in matters pertaining to planning, development, coordination, and administration of graduate studies and research on the several campuses of the University.

## **VI. Administration of the Graduate College**

### **A. Office of the Dean of the Graduate College**

- 1. Administration.** The Office of the Dean of the Graduate College will be used as a clerical center and clearing house for all official communications between the Executive Graduate Council and its Committees, and the faculty, administration, and external agencies.

SOURCE: Executive Graduate Council Minutes 01-19-78

- 2. Presiding Officer.** The Dean of the Graduate College is required to serve as the presiding officer of the University-wide Graduate Faculty and councils thereof, irrespective of whether those bodies are in open or closed session. The mere fact that an election is made to have an executive or closed session would not alter the mandate of the Bylaws of the Board of Regents that the officer (Dean) continue to serve as its presiding officer.

SOURCE: Legal Opinion-John Gourley 04-19-78

- 3. Dean's Absence.** The Dean, if unable to attend meetings of the Executive Graduate Council, has the authority and responsibility to designate which officer of the University will preside at meetings of the Council in that absence. (Authority delegated in Section 2.3 (h) of the Bylaws of the Board of Regents. See also legal opinion at Appendix 2)

SOURCE: Legal Opinion-Richard Wood 01-18-79

### **B. Responsibilities of the Executive Graduate Council**

1. Act as the University-wide body responsible for the welfare and continued development of graduate programs at the University of Nebraska.
2. Act as the constitutional revisions committee for all proposed revisions in the Governance Document.
3. Encourage development of innovative and high quality graduate programs and research.
4. Review and recommend policies relating to the welfare of graduate students.
5. Review and act upon university-wide recommendations concerning policy and planning from sources outside the Executive Graduate Council.
6. Encourage and propose the development of cooperative agreements with other universities or agencies for the improvement of graduate study and research.
7. Evaluate and make recommendations regarding all proposed new graduate programs or major revisions in existing graduate programs.
8. Recommend and monitor the application of criteria for appointment as Graduate Faculty of the Graduate College.

9. Hear appeals from faculty regarding deferral of their nominations as Graduate Faculty of the Graduate College and make appropriate recommendations.
10. Hear appeals from students on decisions relating to their graduate program, excluding grade appeals, and make appropriate recommendations.

SOURCE: Approved by the Executive Graduate Council at their meeting on May 1, 1997

### **C. Procedures for Meetings of the Faculty of the Graduate College**

The Graduate Faculty as a whole shall be called into special session by a majority vote of the Executive Graduate Council, or by a petition signed by any 100 members of the Graduate Faculty.

The quorum for meetings of the Graduate Faculty shall be ten percent of the voting membership of the Graduate Faculty. Provided a quorum is in attendance, all actions taken at such meetings under the category of new business, or agenda items supported by a majority, but less than a two-thirds majority of those present at such meetings, must be submitted to the Faculty of the Graduate College on a mail ballot. Any agenda item ratified by a two-thirds majority shall be policy and shall not be sent to the Graduate Faculty on a mail ballot, unless specifically requested by a majority of those present at the meeting.

Ten members of the Graduate Faculty may petition to place items on the agenda for meetings of the Faculty of the Graduate College, if such items are presented in writing to the Dean of the Graduate College at least three weeks prior to the meeting. Items to be voted on must be submitted as written motions with proper supporting material. If substantial amendments to the written motions are made at the meeting, they shall be considered as new business and shall be submitted to the Faculty of the Graduate College on a mail ballot. In the absence of a quorum, the agenda items of the proposed meeting of the Graduate Faculty shall be referred to the Executive Graduate Council for consideration.

There shall be an alphabetical master list, by campus, of Graduate Faculty available at meetings of the Graduate Faculty for sign-in purposes. The Dean shall appoint a parliamentarian, and Robert's Rules of Order shall be the parliamentary authority for Graduate Faculty meetings.

Actions taken by the Graduate Faculty as a whole, either at a duly called meeting of the Graduate Faculty or by a two-thirds majority of those voting by mail ballot, shall supersede any action taken by the representative Executive Graduate Council.

**Parliamentary Procedures.** Meetings of the Executive Graduate Council will follow Robert's Rules of Order.

SOURCE: Executive Graduate Council Minutes 02-17-77

### **D. Procedures for Bringing Forward Motions on the Floor of the Executive Graduate Council Without Prior Review**

1. The Executive Graduate Council will not act on any item of new business unless it has been previously noted.
  - a. Any item not listed as an item on the agenda of the Council as a whole as Old Business shall be considered New Business.

2. Previous notification of new business shall consist of:
  - a. presentation at a prior meeting, or
  - b. notification to each Executive Graduate Council member so that the member receives it at least five (5) working days prior to the Executive Graduate Council meeting.
3. New business brought forward on the floor may be referred by the Chair:
  - a. to an appropriate Committee for consideration at the next meeting, or
  - b. to the full Council for consideration at the next Executive Graduate Council meeting.
4. The above rules may be suspended by a two-thirds vote of those present.

SOURCE: Executive Graduate Council Minutes 12-10-81 and 02-17-83

5. **Roll Call Vote.** On the request of any member, a vote on any item of business of the Executive Graduate Council shall be by roll call vote.

SOURCE: Executive Graduate Council Minutes 02-17-77

6. **EGC Summer Activities.** Committees will continue to function, as needed, during summer months. Mail ballots will be used for items which require approval by the entire Executive Graduate Council.

SOURCE: Executive Graduate Council Minutes 04-25-74; Reaffirmed 09-18-80

#### E. Procedures for Voting

1. **Mail Ballots.** Mail ballots may be used during the summer months on Executive Graduate Council business judged by the Executive Graduate Council to be suitable for mail ballots. This provision includes secure electronic ballots.

SOURCE: Executive Graduate Council Minutes 11-16-78

Edits approved by the Executive Graduate Council 11-30-11

2. **Mail Ballots Name Tags.** Mail Ballots to the Graduate Faculty must have the return address and name tag on a blank sheet so that the ballot may be returned without identification. Email ballots must insure the same degree of confidentiality of sender.

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

3. **Recording Votes.** For mail ballots to the Executive Graduate Council, each member signs his marked ballot and returns it to the Office of the Graduate College. Each signature is verified, the vote recorded, and all signed ballots are retained. Thus, even after the votes have been recorded, it is possible to determine not only who voted on the issue, but also how each person voted.
4. **Proxy Voting Policy.** The conditions under which proxy votes are allowed in Executive Graduate Council (EGC) matters are as follows:

- a. Only EGC members may vote;
- b. In absentia voting may take place only on items listed under Old Business in the EGC Agenda;
- c. The vote must be in written form and transmitted to the Provost prior to the meeting; and
- d. If any motion is formally amended, the in absentia vote on that item will be invalidated.

SOURCE: Approved by the Executive Graduate Council 02-18-88

5. **Destroying Ballots.** Method for destroying ballots after an Executive Graduate Council election:

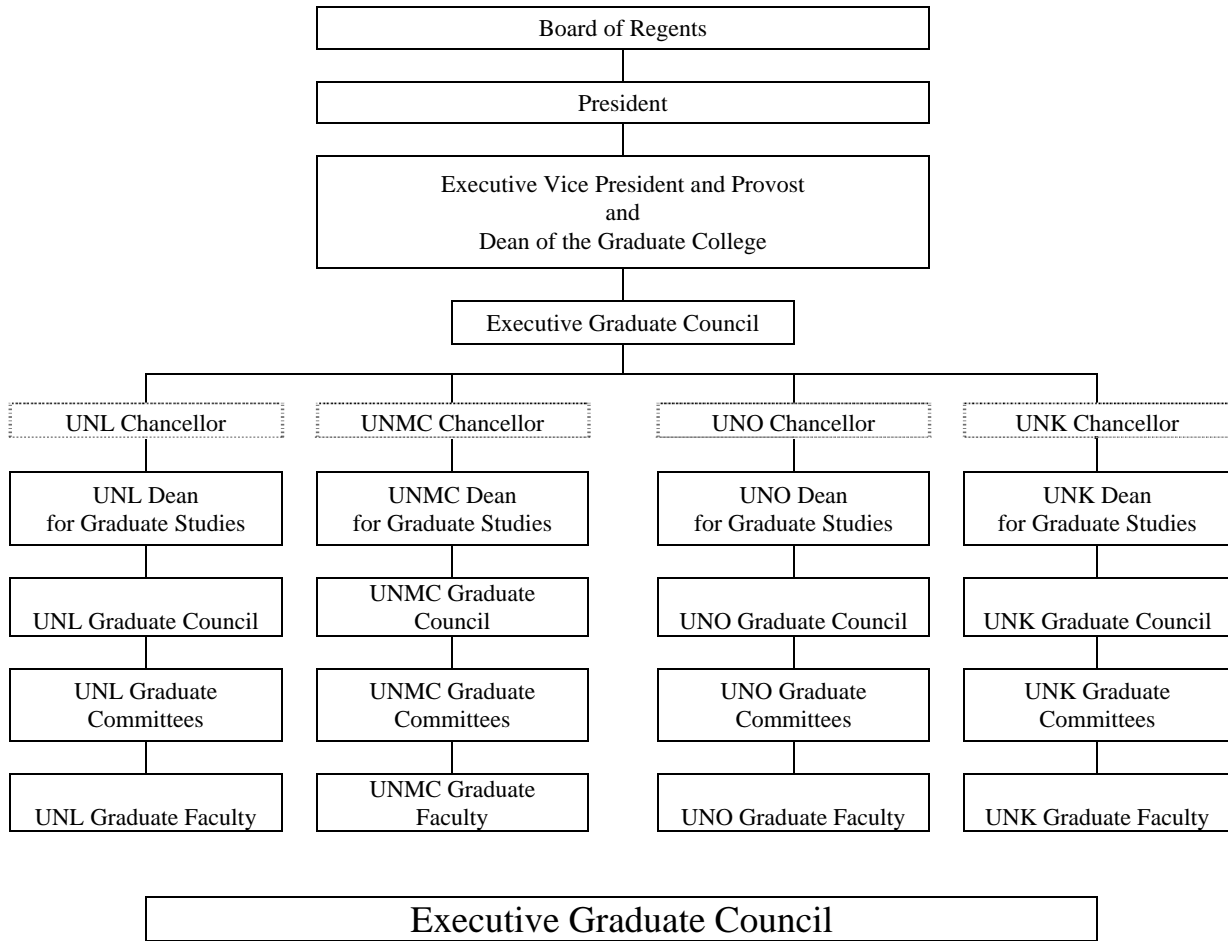
- a. Record the results of the election;
- b. Have those results certified by the signatures of the people responsible for recording the results;
- c. Retain the ballots for three (3) weeks and if no challenge is made within that time period, ballots may be destroyed; and
- d. The certified results should become part of the official minutes of the Executive Graduate Council (not distributed) of the first meeting following the election.

SOURCE: Executive Graduate Council Minutes 11-29-73

F. **Graduate Application Fee.** Each campus may periodically increase its Graduate Application Fee through the normal process for approval of fees.

SOURCE: Executive Graduate Council Minutes 03-19-87  
Executive Graduate Council Minutes 12-11-97  
Edits approved by the Executive Graduate Council 11-30-11

**G. Universtiy of Nebraska Organizational Chart of the Graduate College**



UNK - University of Nebraska at Kearney  
 UNL - University of Nebraska-Lincoln  
 UNMC - University of Nebraska Medical Center  
 UNO - University of Nebraska at Omaha

———— Primary Links  
 - - - - - Liaison Links

## **VII. Campus Graduate College Governance Documents**

### **UNIVERSITY OF NEBRASKA AT KEARNEY**

#### **I. Governance of Graduate Studies at UNK**

The University of Nebraska at Kearney (UNK) Graduate Faculty shall have all powers of governance of Graduate Studies at UNK, except as otherwise provided herein, or in Graduate College governance procedures approved by the Board of Regents, or in the general statutes and rules governing the University.

#### **II. The UNK Graduate Faculty**

##### **A. Membership of the Graduate Faculty**

All Graduate Faculty of the University of Nebraska, who are administratively assigned to the University of Nebraska at Kearney, shall comprise the UNK Graduate Faculty.

The procedures for appointments of the Graduate Faculty of the University of Nebraska are given in the "University of Nebraska Graduate College Policy Handbook". Graduate Faculty may advise graduate students, participate in the decisions of their graduate department affecting the graduate program, supervise students working toward master's and specialist's degrees, and serve on final examining committees for master's and specialist's degree candidates. Graduate Faculty may also supervise doctoral students and vote on nominations for Graduate Faculty status.

##### **B. Powers of the Graduate Faculty**

The powers of the Graduate Faculty shall be those outlined in section I; in particular, the Graduate Faculty shall have the power to determine its own rules of procedure, provide for regular or special meetings, and establish necessary standing and special committees.

##### **C. Meetings of the Graduate Faculty**

1. The UNK Graduate Faculty shall meet semiannually and at other times if called by the UNK Dean for Graduate Studies, by vote of the UNK Graduate Council, or by petition of any ten UNK Graduate Faculty members.
2. The quorum for the purpose of conducting business at meetings of the Graduate Faculty shall be 25% of the membership.
3. Any member of the UNK Graduate Faculty may petition to place items on the agenda for a meeting if they are presented in writing to the Dean two weeks prior to the meeting.
4. The UNK Dean for Graduate Studies shall be responsible for recording and distributing the minutes of all meetings of the Graduate Faculty.

### **III. The UNK Graduate Council**

The University of Nebraska at Kearney Graduate Council shall serve as the policy- and decision-making body of the UNK Graduate Faculty and as an advisory body to the UNK Dean for Graduate Studies.

#### **A. Membership of the UNK Graduate Council**

The Council shall consist of twelve elected members of the UNK Graduate Faculty, three "at large" Graduate Faculty members, and three graduate student members.

1. Three Graduate Faculty members from different departments will be elected by the Graduate Faculty of each academic College. Terms for elected members of the Council shall be three years and shall commence with the beginning of Fall Semester following election to the Council.

When the term of office for an elected member of the Council ends or when a vacancy occurs and the remainder of the term is for one year or more, an election to fill the vacancy shall be conducted by the Office of Graduate Studies. A mail ballot shall be sent to all Graduate Faculty members of the College in which the vacancy exists. The ballot shall list nominees recommended by the Graduate Council and provide an opportunity for additional nominations. The two persons on the ballot who receive the highest number of votes shall stand for election to the Council.

If the remainder of the term is for less than one year, the Dean for Graduate Studies shall appoint a member of the Faculty in the College concerned to fill the remainder of the term.

2. Three additional University of Nebraska at Kearney Graduate Faculty will be appointed by the UNK Dean for Graduate Studies as "at large" members of the Graduate Council. In making these appointments, the Dean for Graduate Studies shall select individuals to make liaison with the University of Nebraska Executive Graduate Council (EGC). Terms for these Graduate Council members will be concurrent with their term on the EGC, or for one year, as appropriate.

Should any of the EGC representatives be elected members of the UNK Graduate Council, the Dean for Graduate Studies may make the remaining appointment(s) with the intention of maintaining a balanced representation based on the number of graduate students and Graduate Faculty in each College. Such appointments shall be for a term not to exceed one year.

3. The graduate student members of the Council shall be selected by the UNK Graduate Student Association. In the absence of an active Graduate Student Association, the UNK Dean for Graduate Studies shall appoint the members from a list of departmental nominees. Graduate student members must be currently enrolled in a minimum of six hours and in good academic standing. Terms for graduate student members shall be one year, commencing with the beginning of Fall Semester.

#### **B. Powers of the UNK Graduate Council**

The UNK Graduate Faculty has delegated to the Council its policy- and decision-making powers for graduate matters, subject to review and possible override by a vote of the Graduate Faculty. Decisions of the Council effecting change of policy and/or regulations may become effective immediately. All actions become final one month after general publication to the UNK Graduate Faculty unless a petition signed by at least ten members is submitted to the UNK Dean for Graduate Studies requesting a meeting of the Graduate Faculty to discuss the action of the Council. The UNK

Graduate Faculty may, after discussion of the matter, request the Dean to conduct a referendum (mail ballot) of the issue.

### **C. Meetings of the UNK Graduate Council**

1. The Graduate Council shall meet monthly during the academic year. In addition, the UNK Dean for Graduate Studies may call special meetings when necessary. The Dean shall draw up the agenda for each meeting and distribute it to all members of the Council and to other appropriate persons.
2. Robert's Rules of Order shall serve as the parliamentary authority for Council meetings.
3. The quorum for meetings of the Council shall be 50% of the membership of the Council.
4. Any member of the Council may place items on the agenda for a meeting.
5. The Dean for Graduate Studies shall be responsible for recording the minutes of the Council meetings and distributing them to the members of the Council, the UNK Graduate Faculty, and other appropriate persons.

## **IV. The UNK Dean for Graduate Studies**

The Dean for Graduate Studies, University of Nebraska at Kearney, shall be recommended for appointment by the UNK Chancellor and by the President, University of Nebraska. Appointment shall be made by the Board of Regents. The Dean for Graduate Studies shall be responsible to the Chancellor, University of Nebraska at Kearney, and to the Dean of the Graduate College, University of Nebraska, and shall be administratively responsible for the welfare of all graduate programs at the University of Nebraska at Kearney, and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies.

The Dean for Graduate Studies shall preside at meetings of the Graduate Faculty, University of Nebraska at Kearney, and shall be chair of the UNK Graduate Council.

## **V. Graduate Committees**

Each Graduate department authorized to offer major work leading to the Master's or Specialist's degree shall have a Graduate Committee consisting of not fewer than three UNK Graduate Faculty members, one of whom is designated as chair of the Graduate Committee. In all cases, at least two-thirds of the Committee must be Graduate Faculty.

Membership of the Graduate Committee is recommended by the administrative unit through its department chair or program director, for appointment by the Dean for Graduate Studies, University of Nebraska at Kearney (on behalf of the Dean of the Graduate College). Graduate Committees are responsible for the general supervision of graduate work in their administrative units.

## **VI. General**

Policies, procedures, rules and regulations previously in effect relating to University of Nebraska at Kearney graduate programs and not superseded or rendered void by this document, or by policies of the University of Nebraska Graduate College, shall remain in effect upon its adoption. The actions of the University of

Nebraska at Kearney Graduate Council and the UNK Graduate Faculty shall not supersede the Rules and Regulations nor actions of the University-wide Graduate Faculty or the Executive Graduate Council. Approved by the KSC/UNK Graduate Council November 8, 1990, the Executive Graduate Council January 17, 1991, and by the Board of Regents March 16, 1991.

1. **Business and Technology:** Accounting and Finance; Economics; Family Studies and Interior Design; Industrial Technology; Management; Marketing and Management Information Systems; Center for Economic Education; Center for Rural Research and Development; Nebraska Business Development Center; and Nebraska Safety Center.
2. **Education:** Communication Disorders; Counseling and School Psychology; Educational Administration; Health, Physical Education, Recreation and Leisure Studies; and Teacher Education.
3. **Fine Arts and Humanities:** Art and Art History; Communication; English, International Studies; Modern Languages; Music and Performing Arts; and Philosophy.
4. **Natural and Social Sciences:** Biology, Chemistry, Computer Science and Information Systems, Criminal Justice, Geography and Earth Science, History, Mathematics and Statistics, Physics and Physical Science, Political Science, Psychology, Social Work, and Sociology.

# UNIVERSITY OF NEBRASKA-LINCOLN

## **I. Graduate Studies**

Subject to the powers vested in the Board of Regents, assigned to the University-wide Graduate Faculty or its Executive Graduate Council, or delegated to its administrative officers, the immediate government of Graduate Studies, University of Nebraska-Lincoln, shall be by members of the Graduate Faculty, University of Nebraska-Lincoln.

## **II. Graduate Faculty**

The Graduate Faculty at the University of Nebraska-Lincoln is composed of all tenured or tenure-leading faculty members, as well as other selected faculty. The Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees and chair doctoral supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental program.

Non-tenure line faculty may be designated as Graduate Faculty by the Dean of the Graduate College, University of Nebraska, following nomination by a member of the Graduate Faculty, endorsement by the chair of the graduate committee of the nominee's department, school, or interdepartmental area, recommendation by 2/3's of the Graduate Faculty in their department, (or through an alternative procedure designated in the "University of Nebraska System-Wide Organization and Procedures for Administration and Faculty Management of Graduate Studies and Research") and endorsement by the Dean for Graduate Studies, University of Nebraska-Lincoln.

## **III. Graduate Faculty Associates**

Graduate Faculty Associate status may be granted upon recommendation of the Graduate Faculty affiliated with a specific department or interdepartmental area and with approval by the campus Dean for Graduate Studies. Graduate Faculty Associates may teach graduate courses, direct masters theses, serve on or chair masters examining committees, and serve on doctoral supervisory committees. Graduate Faculty Associate status is granted for a specific term up to four years in length, but may be renewed upon request.

## **IV. Emeriti Graduate Faculty**

Upon the recommendation of the departmental or interdepartmental Graduate Committee retired Graduate Faculty who have been appointed to emeritus status may retain the rights and privileges associated with the Graduate Faculty. These rights and privileges include permission to teach graduate courses, to serve as members of graduate programs, or to co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. Emeriti faculty can be reappointed annually by the departmental Graduate Committee, and approved by the departmental Chair or Head and by the Dean for Graduate Studies, University of Nebraska-Lincoln. Any compensation continues to reside within the department.

## **V. Powers of the Graduate Faculty**

The Graduate Faculty administratively associated with the University of Nebraska-Lincoln shall have all powers of government of Graduate Studies, University of Nebraska-Lincoln, except as otherwise provided herein, or in Graduate College governance procedures approved by the Board of Regents, or in the general statutes and rules governing the University. The Graduate Faculty, University of Nebraska-Lincoln, shall have the power to determine its own rules of procedure, provide for regular or special meetings, and establish necessary standing and special committees.

## **VI. The Graduate Council**

There shall be a Graduate Council to serve as an advisory body to the Dean for Graduate Studies, University of Nebraska-Lincoln, and as the administrative body for Graduate Studies subject to the authority of the Graduate Faculty, University of Nebraska-Lincoln. The Graduate Council shall meet formally and as a whole at least two times during each academic semester, and shall consist of eight elected members of the Graduate Faculty, two graduate students, and the Dean for Graduate Studies of the University of Nebraska-Lincoln.

Each year, two members of the Graduate Faculty shall be elected to the Graduate Council to serve four year terms of office. The elections of Graduate Council members shall be from nominees presented by a nominating committee designated by the Graduate Council, and by Graduate Faculty petition. One member of the Graduate Faculty shall be elected from each of the following eight areas: Agricultural and Biological Sciences; Arts; Business; Engineering; Humanities; Physical Sciences; Professional Education; and Social Sciences. A member of the Graduate Council can serve no more than two four-year terms consecutively.

The University of Nebraska-Lincoln Graduate Council shall select two of its members to serve as Representatives and one of its members to serve as an Alternate on the University of Nebraska Executive Graduate Council. Since the term for faculty members of the Executive Graduate Council shall be three years, according to the Graduate College Governance Document, only members of the University of Nebraska-Lincoln Graduate Council who have at least three years remaining on the UNL Graduate Council shall be eligible as candidates for Executive Graduate Council Representative or Alternate positions. A Representative or Alternate shall be elected each year, so that two Representatives and one Alternate shall be serving at any time.

Two graduate students shall be elected to the Graduate Council each year by the Graduate Student Association, University of Nebraska-Lincoln. In the absence of an active Graduate Student Association, the Graduate Council shall, upon the recommendation of the Dean for Graduate Studies of the University of Nebraska-Lincoln, appoint the graduate student representatives to the Graduate Council.

## **VII. Dean for Graduate Studies**

There shall be a Dean for Graduate Studies, University of Nebraska-Lincoln, appointed by the Board of Regents upon recommendation of the Chancellor, University of Nebraska-Lincoln. The Dean for Graduate Studies shall be responsible to the Chancellor, University of Nebraska-Lincoln, and shall be administratively responsible for the welfare of Graduate Studies at the University of Nebraska-Lincoln, and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies.

The Dean for Graduate Studies shall preside at meetings of the Graduate Faculty, University of Nebraska-Lincoln, and shall be chair of the Graduate Council. The Dean for Graduate Studies shall at all times have a voice, but shall cast a vote only in case of a tie.

## VIII. Graduate Committees

Each administrative unit authorized to offer major work leading to the Master's or Doctoral degree shall have a Graduate Committee consisting of not fewer than three Graduate Faculty members, one of whom is designated as chair of the Graduate Committee. In the case of an administrative unit offering a doctoral degree, however, the majority of the Graduate Committee and its chair must be Graduate Faculty.

Membership of the Graduate Committee is recommended by the administrative unit through its departmental chair, chair of the interdepartmental area, director or academic dean, as appropriate, for appointment by the Dean for Graduate Studies, University of Nebraska-Lincoln, acting for the Dean of the Graduate College, University of Nebraska. Graduate Committees are responsible for the general supervision of graduate work in their administrative units.

## IX. Supervisory Committees

For each student who has been accepted by a department or area for the doctoral objective, there shall be appointed by the Dean for Graduate Studies, University of Nebraska-Lincoln, acting for the Dean of the Graduate College, University of Nebraska, a Supervisory Committee of at least four members who are Graduate Faculty. All professors on the supervisory committee must either be on the Graduate Faculty or be non-Graduate Faculty approved to perform specified Graduate Faculty duties. At least one Graduate Faculty member external to the department or area in which the doctorate is to be granted must be included on the committee responsible for supervising the student's doctoral program of studies. The committee shall approve the student's program of studies, monitor academic progress, approve the dissertation subject, and shall act as the committee for the final examination.

## X. General

Policies, rules and regulations previously in effect relating to graduate programs and not superseded or rendered void by this governance plan shall remain in effect upon its adoption.

Revisions approved by the UNL Graduate Council October 5, 1988, the University of Nebraska Executive Graduate Council November 17, 1988, and the Board of Regents January 14, 1989. Revision approved by the UNL Graduate Council March 14, 1996, the University of Nebraska Executive Graduate Council, February 17, 1997 and the Board of Regents June 1, 1996 meeting.

## XI. UNL Definition of Areas

1. **Arts:** The Hixson-Lied College of Fine and Performing Arts including the departments of Art and Art History, School of Music, Johnny Carson School of Theatre Arts and Film, and the Department of Architecture in the College of Architecture.
2. **Humanities:** Classics, Communication Studies, English, Modern Languages and Literatures, Philosophy, and the College of Journalism and Mass Communications.
3. **Physical Sciences:** Chemistry, Computer Science and Engineering, Earth and Atmospheric Sciences, Mathematics, Physics and Astronomy, and Statistics.
4. **Engineering:** All departments in the College of Engineering.

5. **Business**: All departments of the College of Business Administration including the Department of Economics.
6. **Social Sciences**: Anthropology, Child, Youth and Family Studies, Community and Regional Planning, Geography, History, Law, Political Science, Psychology, Sociology, and Textiles, Clothing and Design.
7. **Agricultural Sciences and Biological Sciences**: The School of Biological Sciences, Nutrition and Health Sciences, and all departments of the College of Agricultural Sciences and Natural Resources.
8. **Professional Education**: Departments of Educational Administration, Educational Psychology, Special Education and Communication Disorders, and Teaching, Learning and Teacher Education.

The Definitions of Areas were approved by the UNL Graduate Council February 14, 2008. Original document approved by University of Nebraska-Lincoln Graduate Faculty, December 10, 1973. Current version approved by University of Nebraska-Lincoln Graduate Council, Executive Graduate Council, and subsequently by Regental action on January 14, 1989 and February 11, 1989.

# UNIVERSITY OF NEBRASKA MEDICAL CENTER

## **I. Graduate Studies at UNMC**

The Graduate Faculty at the University of Nebraska Medical Center (UNMC) shall have the authority to govern Graduate Studies on the Medical Center campus, subject to the powers vested in the Board of Regents and assigned to the University-wide Graduate Faculty and its Executive Graduate Council.

## **II. Membership of the UNMC Graduate Faculty**

All University-wide Graduate Faculty who are administratively located within the University of Nebraska Medical Center shall comprise the UNMC Graduate Faculty. The mechanism for selection of Graduate Faculty has been established on a University-wide basis.

Graduate Faculty Members are appointed by the Dean of the Graduate College, University of Nebraska, following nomination by a Graduate Faculty member and endorsement by the chairperson of the nominee's department, the chairperson of the graduate committee of the nominee's department or interdepartmental area, the nominee's academic dean or director, the UNMC Dean for Graduate Studies. Graduate Faculty Members may teach graduate courses, supervise students working toward master's degrees, and serve on final examining committees for master's degree candidates.

A faculty member may be designated as Graduate Faculty by the Dean of the Graduate College, University of Nebraska, when recommended by 2/3 of the Graduate Faculty in the member's department (or through an alternative procedure designated in the "University of Nebraska System-Wide Organization and Procedures for Administration and Faculty Management of Graduate Studies and Research" when the program involved has less than five Graduate Faculty) and endorsed by the UNMC Dean for Graduate Studies. Graduate Faculty may teach graduate courses, supervise students working toward master's degrees, and serve on final examining committees for master's degree candidates. Graduate Faculty may be appointed to Supervisory Committees, may supervise doctoral students and may vote on nominations of Graduate Faculty.

## **III. Meetings of the UNMC Graduate Faculty**

1. The UNMC Graduate Faculty shall meet semiannually and at other times if called by the UNMC Dean for Graduate Studies, by vote of the UNMC Graduate Council, or by petition of any 25 UNMC Graduate Faculty members. Twenty-five members shall constitute a quorum.
2. The UNMC Graduate Faculty can by majority vote override any specific action taken by the UNMC Graduate Council.
3. The UNMC Dean for Graduate Studies or the Dean's designee selected from the membership of the UNMC Graduate Faculty shall preside over meetings of the UNMC Graduate Faculty.
4. The UNMC Dean for Graduate Studies shall be responsible for recording and appropriate distribution of minutes of the meetings of the UNMC Graduate Faculty.

#### **IV. UNMC Graduate Council**

1. The UNMC Graduate Council shall serve as a governing body acting on behalf of the UNMC Graduate Faculty and shall serve as an advisory body to the UNMC Dean for Graduate Studies. The Graduate Council shall consist of one representative from each of the Program Graduate Committees, one UNMC graduate student and the Dean for Graduate Studies. In addition, members of the Executive Graduate Council whose terms have ended on the UNMC Graduate Council will be ex officio members of the UNMC Graduate Council.
2. The graduate student representative shall be selected by the Graduate Student Association of the UNMC. In the absence of an active Graduate Student Association, the Dean for Graduate Studies shall appoint a student member to the Graduate Council.
3. Graduate Council faculty members shall serve a three-year term so that the term of several members of the Council shall expire each year. It is the responsibility of the individual Graduate Programs to select their representative to the UNMC Graduate Council.
4. All regular members of the Graduate Council shall have one vote.
5. The UNMC Dean for Graduate Studies or the Dean's designee selected from the membership of the UNMC Graduate Council shall preside over meetings of the UNMC Graduate Council.
6. The UNMC Graduate Council shall meet monthly and as called by the UNMC Dean for Graduate Studies. A majority of voting members shall constitute a quorum. The UNMC Graduate Council meetings are open meetings.
7. Decisions by the Council shall be by simple majority vote. The UNMC Dean for Graduate Studies shall cast a vote only in the case of a tie.
8. Any member of the UNMC Graduate Faculty may request that an item be placed on the agenda of the UNMC Graduate Council meeting.
9. The UNMC Dean for Graduate Studies shall be responsible for recording and appropriate distribution of minutes of the meetings of the UNMC Graduate Council.

#### **V. Dean for Graduate Studies**

The UNMC Dean for Graduate Studies is appointed by the Board of Regents upon recommendation of the UNMC Chancellor. The Dean shall report to the Chancellor and shall be administratively responsible for all graduate studies programs on the UNMC campus including the appointment (on behalf of the Dean of the Graduate College, University of Nebraska) of Graduate Committees and of the Supervisory Committees for each student who is accepted into an approved doctoral degree program at UNMC. The Dean or the Dean's designee shall preside over meetings of the UNMC Graduate Faculty and the UNMC Graduate Council.

#### **VI. General**

The UNMC Graduate Faculty shall have two representatives on the Executive Graduate Council. In addition there shall be one alternate.

The actions of the UNMC Graduate Council and the UNMC Graduate Faculty shall not supersede the Rules and Regulations nor actions of the University-wide Graduate Faculty or the Executive Graduate Council.

This Governance Document, "Organization of Graduate Studies University of Nebraska Medical Center," may be amended by majority vote of the members present at a duly called meeting of the UNMC Graduate Faculty at which a quorum is present and will be subject to approval by the Executive Graduate Council on behalf of the University-wide Graduate Faculty and the Board of Regents of the University of Nebraska. Written notice of the intention to consider amendments to this document shall be sent to all members of the UNMC Graduate Faculty at least 15 days prior to the meeting.

Approved by the UNMC Graduate Faculty March 2, the University of Nebraska Executive Graduate Council March 11, and the Board of Regents March 19, 1977.

Revision approved by the UNMC Graduate Council July 11, the UNMC Graduate Faculty August 15, the University of Nebraska Executive Graduate Council September 20, and the Board of Regents December 15, 1979.

Second revision approved by the UNMC Graduate Council October 15, 1987, the UNMC Graduate Faculty January 7, the University of Nebraska Executive Graduate Council February 18, and the Board of Regents April 9, 1988.

Third revision approved by the UNMC Graduate Council February 15, 1996, the UNMC Graduate Faculty March 7, 1996, University of Nebraska Executive Graduate Council February 19, 1997 and the Board of Regents June 1, 1996.

# UNIVERSITY OF NEBRASKA AT OMAHA

## I. Government of Graduate Studies at UNO

The University of Nebraska at Omaha (UNO) Graduate Faculty shall have all powers of government of Graduate Studies at UNO, except as otherwise provided herein, or in Graduate College governance procedures approved by the Board of Regents. The Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies shall be appointed by the Board of Regents upon recommendation of the UNO Chancellor and shall be administratively responsible for the welfare of all graduate studies programs on the UNO campus and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies. The UNO Graduate Council shall serve as the legislative and decision-making body of the UNO Graduate Faculty and as an advisory body to the Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies. In this document "the Faculty," "the Dean," and "the Council" shall refer to the UNO Graduate Faculty, the Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies, and the UNO Graduate Council, respectively.

## II. The UNO Graduate Faculty

### A. Membership of the Faculty

The Graduate Faculty of the University of Nebraska, who are administratively assigned to the University of Nebraska at Omaha, shall comprise the UNO Graduate Faculty.

The procedures for appointments of the Graduate Faculty of the University of Nebraska are given in the "University of Nebraska System-Wide Organization and Procedures for Administration and Faculty Management of Graduate Studies" (often called the "Governance Document"). Graduate Faculty may advise graduate students, participate in the decisions of their graduate department(s) affecting the graduate program(s), supervise students working toward master's degrees, and serve on final examining committees for master's degree candidates. Graduate Faculty may also supervise doctoral students and may vote on nominations for Graduate Faculty Status.

### B. Powers of the Faculty

The powers of the Faculty shall be those outlined in section I; in particular, the Faculty shall have the power to determine its own rules of procedure, provide for regular or special meetings, and establish necessary standing and special committees.

### C. Meetings of the Faculty

1. The Faculty shall meet once each semester in regular session; the last week of November and the last week of April. The agenda shall be drawn up by the Dean and Committee A: Policy and Planning of the Council with input from Committees B: Courses, Programs and Evaluation.
2. Robert's Rules of Order shall serve as the parliamentary authority for meetings of the Faculty.
3. The quorum for meetings of the Faculty shall be 10% of the membership of the Faculty.
4. Any member of the Faculty may petition to place items on the agenda for a meeting of the Faculty if they are presented in writing to the Dean two weeks prior to the meeting. Items to be voted on must be submitted as written motions with proper supporting material.

5. Any ten members of the Faculty may petition for a special meeting of the Faculty. The petition must state a rationale for such a meeting. The agenda for special meetings shall consist only of the item or items addressed by the petition.
6. The Dean shall be responsible for recording the minutes of the meetings of the Faculty and distributing them to all members of the Faculty and to other appropriate persons.

### **III. The UNO Graduate Council**

#### **A. Membership of the Council**

The Council shall consist of elected members of the Faculty, the two Executive Graduate Council members and the Executive Graduate Council alternate, and two student members.

1. The number of elected members of the council allocated to each college shall be based on the number of graduate students and the number of members of the Faculty in the college. Terms for elected members of the Council shall be three years and shall commence on August 15 following election to the Council.
  - a. When the term of office for a member of the Council ends or when a vacancy occurs for some other reason and the remainder of the term is more than one year, the election to fill the vacancy shall be conducted by the Office of Graduate Studies. A mail ballot shall be sent to all members of the Faculty. Nominations for the mail ballot shall be obtained as follows:

The cognizant Dean, after determining if there are members of the Faculty in the college who prefer not to stand for election, shall prepare a printed ballot containing the names of all members of the Faculty in the college who will stand for election. The ballot as prepared shall be submitted to all members of the Faculty in the college. The two persons on the ballot who receive the highest number of votes shall stand for elections to the Council.
  - b. If the remainder of the term is one year or a portion of one year, the Dean shall appoint a member of the Faculty in the college concerned (with the concurrence of the cognizant Dean) to fill the remainder of the term.
2. The minimum number of representatives granted to each college shall be two so that each college has a minimum of one representative on each of the two Graduate Council committees.\* Terms of representative to the Graduate Council shall be staggered so that no more than one-third of the representatives on the Graduate Council are replaced in a given year.
3. Each year, the Graduate Faculty shall elect by mail ballot one faculty member who will serve on the Graduate Council as the campus representative (or alternate) to the Executive Graduate Council. The Graduate Council Advisory Committee will prepare a slate of six (6) graduate faculty members, one from each college, after determining if these candidates are willing to stand for election. The person receiving the greatest number of votes shall serve as the representative (or alternate) on the Executive Graduate Council for a three year term, commencing on August 15 in the year of the appointment.

The alternate's role is to take the place of an EGC representative, if the representative cannot attend a meeting. It is not the role of the alternate to replace a representative.

4. The graduate student members of the Council shall be selected by the Graduate Student Association. In the absence of a recommendation from the Graduate Student Association, the Dean shall appoint the graduate student members from a list of departmental nominees. Graduate student members must be currently enrolled students in good standing. Terms for graduate student members shall be one year, commencing on August 15 in the year of appointment.

#### **B. Powers of the Council**

The Faculty has delegated to the Council its legislative and decision making powers for graduate matters, subject to review and possible override by vote of the Faculty. Decisions of the Council effecting change of policy and/or regulations shall be final within twenty (20) working days (summer sessions and vacation periods excluded) after general publication to the Faculty unless a petition signed by at least ten (10) members of the Faculty is submitted to the Dean requesting a meeting of the Faculty to discuss the decision of the matter, request the Dean to conduct a referendum (mail ballot) of the Faculty on the matter under discussion. A majority vote of the Faculty voting on the referendum can override a decision made by the Council.

#### **C. Meetings of the Council**

1. The Council shall meet monthly. In addition, the Dean may call a special meeting of the Council. The Dean shall draw up the agenda for each meeting and distribute it to all members of the Council and to other appropriate persons.
2. Robert's Rules of Order shall serve as the parliamentary authority for meetings of the Council.
3. The quorum for meeting of the Council shall be 50% of the membership of the Council.
4. Any member of the Council may place items on the agenda for a meeting of the Council.
5. The Dean shall be responsible for recording the minutes of the meetings of the Council and distributing them to the members of the Council and to other appropriate persons.

### **IV. The Associate Vice Chancellor for Academic Affairs & Dean for Graduate Studies**

The Dean shall report to the Senior Vice Chancellor for Academic & Student Affairs. The Dean shall be responsible for the appointment (on behalf of the Dean of the Graduate College, University of Nebraska) of Graduate Program Committees and, where appropriate, Supervisory or Thesis Committees.

The Dean, or the Dean's designee, shall preside at meetings of the Faculty and of the Council; the Dean shall at all times have a voice at such meetings, but shall cast a vote only in the case of a tie.

## V. Graduate Program Committees

Each Graduate department authorized to offer major work leading to the master's or doctor's degree shall have established for it a Graduate Program Committee consisting of not less than three members of the Graduate Faculty, one of whom is designated as chairman. In the case of a graduate department offering a doctoral degree, the majority of the Committee and its chairman must be members of the Graduate Faculty. In all cases, at least two-thirds of the Committee must be members of the Graduate Faculty. Membership of the Graduate Program Committee is recommended by the Departmental chairman or other appropriate administrator for appointment by the Dean of the Graduate College, who has delegated that responsibility to the UNO Dean.

In its graduate department the Graduate Program Committee shall have the responsibility for the planning of the graduate program, the general supervision of candidates for graduate degrees and the evaluation of students by means of qualifying or final comprehensive examinations. The word "program" denotes all kinds of academic requirements which must be satisfied by the students admitted to the departmental graduate studies--including both major and minor requirements, together with quality-of-work standards, transfer credits, and those electives which are not major or minor courses.

Approved UNO Graduate Council October 12, 1981.

Revised UNO Graduate Council November 14, 1988, approved by the Board of Regents July 22, 1989.

Revised UNO Graduate Council December 11, 1997, approved by the Board of Regents May 16, 1998.

### Note 1: UNO Definition of Areas

1. **Arts and Humanities**: Art and Art History, Black Studies, Dramatic Arts, English, Fine Arts Press, Foreign Languages, History, International Studies, Music, Philosophy, Religion, and Writers Workshop.
2. **Business**: All Graduate Faculty departments in the College of Business Administration & ISQA and IS&T.
3. **Social Sciences**: Communication, Geography, Political Science, Psychology, Social Work, Sociology, and all departments in the College of Public Affairs and Community Service.
4. **Natural Sciences**: Biology, Chemistry, Computer Science, Geology, Mathematics, and Physics.
5. **Professional Education**: All departments in the College of Education.

### Note 2: Representatives on the UNO Graduate Council

\*Using this minimum plus the allocation formula proposed by Committee C, current representative on the Graduate Council will be as follows:

<u>College</u>	<u>Number of Representatives</u>
Arts & Sciences	5
Business Administration	4
Education	6
Communication, Fine Arts & Mass Media	3
Information Sciences & Technology	3
Public Affairs & Community Service	4

# Related Policy Documents

## I. Graduate Degrees/Certificates

### A. Recommendation on the Requirements for Degrees.

The Executive Graduate Council reaffirms the exclusive right of faculty members to assign grades, to recommend admission of students to programs (retaining Board of Regents admission standards), to make recommendation on the requirements for degrees, to recommend the awarding of assistantships (the deans retain the authority to appoint graduate assistants), and to recommend candidates for degrees. The Executive Graduate Council does not recognize the administrative assignment of a grade, or the administrative awarding of an assistantship not recommended by appropriate faculty action (this does not apply only to graduate committees). The Executive Graduate Council reaffirms the right of all students to evaluations for grades, awards, and degree procedures written into the graduate catalogs, and does not recognize agreements between departments and students which circumvent the existing appeal procedures.

SOURCE: Executive Graduate Council Minutes 10-18-79  
Edits approved by the Executive Graduate Council 11-30-11

1. **Subdoctoral Degree Credits.** All graduate credits to be counted toward the satisfaction of subdoctoral degree requirements -- including all transfer credits -- must be approved and recommended by the cognizant Graduate Committee of the student's major department or area. Not less than 50 percent of the course work required for any subdoctoral graduate degree must be completed at the University of Nebraska. No graduate credits will be accepted as transfer credits unless earned at an institution fully accredited to offer graduate work in the field of the student's major; nor should the student expect any graduate credits to be transferred unless the Graduate Committee evaluated the quality and suitability equal to or superior to offerings available at the University of Nebraska.

SOURCE: Executive Graduate Council Minutes 04-03-75  
Edits approved by the Executive Graduate Council 11-30-11

2. **Post-Baccalaureate Degree.** A post-baccalaureate degree which is the first or minimum degree offered by the University of Nebraska that qualifies a person to stand for licensure in one of the recognized professions, and which is pursued, for all intents and purposes, exclusively by persons intending to seek licensure in that profession, is regarded as a first-professional degree. Any other post-baccalaureate degree is regarded as a graduate degree.

SOURCE: Letter from Executive Vice President to Chancellors 02-01-82  
Edits approved by the Executive Graduate Council 11-30-11

3. **Certificates.** The certificate at the graduate level may be either sub-master or post-master and is intended to indicate a given level of proficiency in a given area where there is an established need, just as master and doctoral degrees do -- not that a given number of credit hours have been earned.

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

4. **Format for Graduate Degrees.** The heading shall read "The University of Nebraska." There shall be a subsidiary heading reading "Graduate College." Following the subsidiary

heading shall be a paragraph reading "This diploma makes known that the Board of Regents of the University of Nebraska upon the recommendation of the Graduate Faculty and by authority of the statutes of the State has by its officers specially authorized hereto conferred the degree."

- a. The above paragraph will be followed by the formal name of the degree and by the word "upon" and by the full name of the degree recipient. The degree recipient's name will be followed by the statement "who is entitled to enjoy all the rights, honors, and privileges pertaining to that degree."
- b. A paragraph reading "in testimony whereof we have hereunto subscribed our names and caused the seal of the said Board to be affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_."
- c. The seal of the University will be in the lower left-hand corner, the word "attest" will appear after the seal, and following this word will appear the signatures and printed titles of the corporation secretary of the Board, the chairman of the Board, and the President of the University.
- d. Across the bottom of the diploma will be printed the names of the four campuses of the University in the following order: The University of Nebraska-Lincoln, The University of Nebraska Medical Center, The University of Nebraska at Omaha, The University of Nebraska at Kearney.

(See also Appendix 3)

#### **B. Expedited Review of Proposed New Graduate Certificate Programs**

Under certain circumstances proposed new Certificate Programs would receive expedited review and approval. This would involve review by the Campus Graduate Council and the Council of Academic Officers, with final approval by the Provost and President.

For a program to be considered for expedited review and approval, it must meet the following requirements:

1. The proposed certificate must be a reasonable extension of an existing masters program in that it uses existing courses in the present masters.
2. The proposed certificate would require at least 12 - 15 hours of work past the bachelors degree but no more than 20 hours. A core of required or elective courses must be in the department/program offering the certificate; however there could be an opportunity for graduate students to take up to one third of the program in optional or elective courses in collateral departments of relevant disciplines, consistent with the requirements of the existing program.
3. The proposed certificate would be a repackaging of existing graduate courses, requiring no additional or reallocated resources to support the program. The proposal would have to demonstrate the availability of internal capacity to offer the certificate.
4. The proposal would need to show evidence of demand and that the proposal is being responsive to a demonstrated need in the university or community. However, the justification would not need to be as elaborate as that required for a new degree program.

5. Following approval of such a new Certificate Program, the action will be reported to the Board of Regents at the next meeting.
6. Please see Appendix 4 for material that will help prepare a request for Expedited Review.

SOURCE: Policy approved by Board of Regents on July 15, 2000  
Edits approved by the Executive Graduate Council 11-30-11

## **II. Policy on the Pursuit of Graduate Degrees at the University of Nebraska by Persons Holding The Rank of Assistant Professor or Above (or Equivalent)**

While it is not the intention of the University of Nebraska to deny access to graduate education to any qualified person, the University is concerned about possible conflict of interest, or even the appearance of such a conflict, when faculty members of this University pursue advanced degrees in its Graduate College.

Therefore, a member of the faculty in an instructional department who holds the rank of assistant professor or above or equivalent rank, or a member of the faculty in an instructional department who holds an appointment for a specific term, or a member of the administrative staff holding the rank of assistant professor or above, may pursue an advanced degree in the Graduate College only after receiving special permission from the person's academic dean or administrative supervisor and from the campus Graduate Council responsible for the program which he or she wishes to pursue. The advanced degree cannot be in the person's own department or area or in a closely related department or area. Whether a second department or area is too closely related to the person's own department shall be determined by the Dean for Graduate Studies of the campus involved in consultation with the Graduate Committees of the two departments or areas. Permission may be granted to pursue an advanced degree in the equivalent department on another campus of the University of Nebraska.

The Graduate Faculty status of a person who is a member of the Graduate Faculty must be suspended when the person receives permission to pursue an advanced degree in the Graduate College of the University of Nebraska. However, with the permission of the appropriate campus Dean for Graduate Studies and the appropriate Graduate Committee, such persons shall be eligible to continue to teach graduate courses, supervise graduate students at the Masters degree level, and serve on graduate supervisory and examining committees. Such permission must be obtained before starting such a program and annually after entering the program. Upon completing or withdrawing from such an advanced degree program, the original Graduate Faculty status shall be reinstated upon recommendation by at least 2/3 of the Graduate Faculty of the department or area if the person returns to the same department in which he or she held an appointment originally. A change of appointment to another department requires that the person follow the established procedure for obtaining Graduate Faculty status.

SOURCE: Approved by the Executive Graduate Council at the May 8, 1984, Special Meeting.

### **III. Graduate Students**

**Graduate Students Defined.** Full-time graduate students at the University of Nebraska shall be defined as graduate students enrolled for at least 9 credit hours during an academic semester (or quarter) or at least 4 hours during summer sessions irrespective of whether or not the student holds a graduate assistantship.

SOURCE: Executive Graduate Council Minutes 03-18-76  
Edits approved by the Executive Graduate Council 11-30-11

#### **A. Veterans Administration - Certification of Graduate Students.**

Graduate students requiring certification as full-time students must be enrolled for at least 9 credit hours during an academic semester or at least 3 credit hours during summer sessions, whether or not the student holds a graduate assistantship. With approval of the Dean for Graduate Studies, students in the final semester of a masters degree program, or Candidates for doctoral degrees, registered for fewer than the minimum hours required for a full program may be granted full-time status provided they are not employed more than 22 hours per week (half time).

#### **B. Seniors Approval for Graduate Courses.**

Seniors at an accredited institution who have obtained in advance the approval of the appropriate campus Dean for Graduate Studies may receive up to 12 hours of credit for graduate courses taken at any campus of the University of Nebraska System in addition to the courses necessary to complete their undergraduate work, provided that such credits are earned within the 12 months prior to receipt of the baccalaureate.

SOURCE: Executive Graduate Council Minutes 09-26-74

#### **C. Simultaneous Matriculation.**

Normally, no graduate student may be a degree-seeking student in more than one graduate program at the University of Nebraska, unless enrolled in an approved dual-degree program. Any exceptions must have prior approval of every Graduate Program Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned. When there is approved simultaneous matriculation, the same course credit will not be accepted for more than one degree without prior approval of every Graduate Program Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned.

SOURCE: Approved by the Executive Graduate Council 03-19-92

#### **D. Students Admitted to Professional Colleges.**

Students admitted to professional colleges at the University of Nebraska may enroll in up to 9 credit hours of graduate level courses (800 - and 900 - series) with the approval of the dean of the professional college, the instructors for the graduate courses, and the campus Dean for Graduate Studies. In exceptional circumstances registrations above 9 credit hours may be permitted subject to the same approval. Reciprocal arrangements permitting students admitted to the Graduate College to enroll in courses offered in the professional colleges should be encouraged.

SOURCE: Executive Graduate Council Minutes 02-27-75

#### **E. Supervisory Committee.**

For each student who has been accepted by a departmental or interdepartmental area for doctoral studies there shall be a Supervisory Committee, at least four members of which, including the chairperson, shall be Graduate Faculty. Membership on Supervisory Committees shall be recommended by the departmental or interdepartmental Graduate Committee for approval and appointment by the Dean (or his/her designee). In addition to the minimum of four members of the Graduate Faculty, Graduate Faculty and other eligible persons may be recommended by the Graduate Committee for appointment by the Dean (or his/her designee) to Supervisory Committees, provided that at least two-thirds of the membership of each Supervisory Committee shall be Graduate Faculty. The Minor, or related fields, if applicable, shall be represented on the Committee. The Committee shall approve the student's program of studies, monitor the student's academic progress, approve the dissertation subject, prepare, give, and evaluate the comprehensive and final examinations, and approve the dissertation.

SOURCE: Graduate College Governance Document

1. **Graduate Faculty Representation to Doctoral Supervisory Committees.** Doctoral Supervisory Committees should be encouraged to have one member of the Graduate Faculty from another University of Nebraska campus, whenever such representation promises to contribute to the student's program.

SOURCE: Executive Graduate Council Minutes 11-16-78

#### **F. Procedure for a Graduate Student to Receive a Degree from a Campus Other than that where the Degree is Based**

1. The student submits a request to the Dean of the Graduate College, stating in which campus commencement ceremony he or she would like to receive the degree.
2. When making formal application for the degree, the student should indicate the campus ceremony in which he or she would like to receive the degree.
3. Campus Deans for Graduate Studies are to resolve the mechanics to comply with the request. These arrangements should include the following:
  - a. Each student graduating under these circumstances shall be so noted in the program and commencement script with a statement similar to the one formulated for the December 1977 UNO commencement as follows:

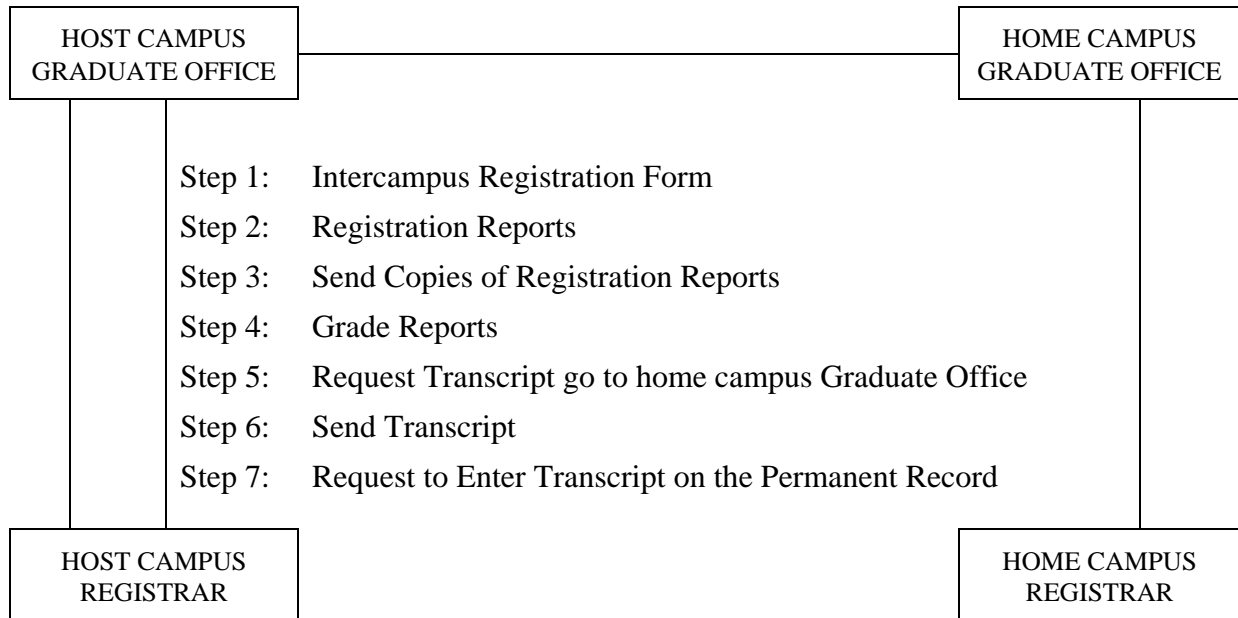
"A degree awarded on the recommendation of the Graduate Faculty in (major department) at the University of Nebraska (-Lincoln, at Omaha, at Kearney or Medical Center) in cooperation with the Graduate Faculty in (major department) at the University of Nebraska (-Lincoln, at Omaha, at Kearney, or Medical Center)."

ALL COMMENCEMENT PROGRAMS SHOULD INCLUDE THE STATEMENT THAT: "ALL GRADUATE DEGREES ARE UNIVERSITY OF NEBRASKA DEGREES."

SOURCE: Executive Graduate Council Minutes 03-16-78

Edits approved by the Executive Graduate Council 11-30-11

## Intercampus Registration Process



#### 4. Necessary Conditions

- a. Student must file an intercampus registration form.
- b. Host campus must flag that student's record to assure communication with home campus (Step 1).

#### 5. Description of Process

- a. Host campus registrar sends a copy of the intercampus registration forms to host campus graduate office (Step 2). This will allow the office to flag the records of those students.
- b. During the semester, the registrar on a particular campus sends information to the graduate office on that campus indicating the courses for which each graduate student taking courses on that campus is registered. The graduate office will forward this information to the home campus graduate office so that the home campus office can maintain a record of courses in which a student is enrolled on other campuses (Step 3).
- c. At the end of the semester, a grade record is sent to the graduate office on the campus in which the courses were completed (Step 4). The host campus graduate office will request the registrar to send a transcript to the home campus graduate office at that time (Step 5). This is done without charge (Step 6).
- e. The home campus graduate office will then pass on the host campus transcript to the registrar on the home campus and request that the information be entered officially on the student's transcript as it is maintained on the home campus (Step 7).

## G. Policy on Summer Tuition Remission for Graduate Assistants

Any graduate assistant who is employed for one-third FTE or more during both semesters of an academic year may be eligible to receive tuition remission during the subsequent summer. Any graduate assistant who is employed for one-third FTE or more during only one semester of the preceding academic year may be eligible to receive reimbursement of summer session tuition, provided he or she is employed as a graduate assistant for one-third FTE or more during the following fall semester. Any graduate assistant who is employed for one-third FTE or more during the summer may also be eligible for tuition remission during that same summer.

The amount of tuition remission for which each graduate assistant is eligible during the summer shall be determined as follows. Graduate assistants whose equivalent academic year stipends equal or exceed the amount charged for tuition and fees for thirty credit hours of graduate work on a non-resident basis shall be eligible to receive tuition remission for up to twelve credit hours during the summer. Graduate assistants whose equivalent academic year stipends are less than the above, but equal or exceed the amount charged for twenty-four credit hours of graduate work on a non-resident basis, shall be eligible to receive tuition remission for up to six credit hours during the summer.

SOURCE: Issued by the Executive Vice President and Provost 03-18-82

1. **Tuition Remission.** Tuition remission will be granted to graduate assistants for auditing of courses when officially registered to audit the courses.

SOURCE: Executive Graduate Council Minutes 10-21-82

2. Any graduate student who drops below four credit hours in summer sessions will lose their eligibility for Social Security and Medicare tax exemptions.

SOURCE: Federal Tax Code, Rev. Proc. 2005-11  
Edits approved by the Executive Graduate Council 11-30-11

3. **Out-of-State Graduate Students.** Graduate students registered for thesis work who have qualified as Nebraska residents while in attendance at the University and who are earning thesis credit while residing in a state other than Nebraska shall continue to be considered as residents for tuition purposes.

SOURCE: Minutes of the Board of Regents 06-10-59, Page 289  
Legal Opinion from Richard Wood, General Counsel 12-09-80

## H. Retention of Materials used in the Academic Evaluation of Students

Faculty members must decide either: (1) to retain custody for at least 30 days after the end of the semester of materials, such as examinations, term papers, and written or creative assignments, used in the academic evaluation of their students, or (2) to make reasonable efforts to return such materials to the student's custody.

If a faculty member decides to retain custody of some or all of the materials used in the academic evaluation of a student, the faculty member must exercise reasonable care to maintain such materials for at least thirty days after notice of the student's final course grade has been transmitted from the appropriate campus.

This does not mean that the faculty member must retain such materials and records. The faculty member has the option of returning some or all of such materials to the student's custody. However,

it is then the faculty member's responsibility to make reasonable efforts to insure that the materials are either given to the student personally or returned to the student by mail.

In any event, after the expiration of the aforementioned thirty-day period, the faculty member may dispose of the academic evaluation materials for any student who has not filed an appeal of his or her grade, or who has not been granted an extension of time for the filing of such an appeal, or who has not challenged the accuracy of his or her educational records under the Family Educational Rights and Privacy Act (FERPA).

Once a faculty member has been notified of a student's intent to file a grade appeal in a particular course, or once the appeal process has been initiated, or once a challenge has been initiated under FERPA, the faculty member is obligated to exercise extraordinary care for the materials in the faculty member's custody relating to that student's grade in that course, until such time as the appeal has been finally resolved.

It should be understood that the standards incorporated within this policy, including the thirty-day time frame, are minimum standards. Individual campuses, colleges or departments may, at their discretion, adopt more stringent policies for the retention of materials, provided such policies conform to the procedures outlined above.

SOURCE: Policy Memorandum Issued by Executive Vice President for Academic Affairs  
10-13-81  
Edits approved by the Executive Graduate Council 11-30-11

#### **IV. Rules for Non-Traditional Workshops, Short-Term Courses and Special Seminars Offering Graduate Credit**

##### **A. Background**

From time to time arrangements are made to offer graduate credit in conjunction with a workshop or conference. In the past, there has been no consistent practice with respect to providing information in brochures or other material describing the requirements that must be met by a student who wishes to earn graduate credit for participation in the particular workshop or conference in question.

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

##### **B. Policy Statement**

In all instances where graduate credit is offered for participation in a workshop or conference, all brochures and advertisements shall include a statement indicating if any additional requirements are necessary to receive credit and the name of a responsible contact person. All such brochures and advertisements must be approved by the campus Dean for Graduate Studies responsible for the program.

SOURCE: Policy issued by Executive Vice President for Academic Affairs 01-21-82  
Edits approved by the Executive Graduate Council 11-30-11

- C. The following are rules for all non-traditional courses offered for graduate credit by any unit of the University of Nebraska. Individual campuses of the University may develop more detailed policies, but they must conform to the rules given below. The intent of these rules is to assure that all courses offered for graduate credit will meet all standards of quality prescribed by the Graduate College of the University of Nebraska.

**1. General Rules**

- a. Approval of all courses to be offered for graduate credit by any unit of the University of Nebraska is the responsibility of the appropriate campus Graduate Council or its designee. Recommendation for such approval shall be obtained, at a minimum, from the academic program, campus Graduate Council, and the campus Dean for Graduate Studies.
- b. The offering of an approved course shall be under the authority of the academic program.
- c. All courses shall be equivalent in the following respects:
  - (1). admission requirements for all students
  - (2). grading system and evaluation standards
  - (3). course requirements that allow for evaluation of student performance
  - (4). access to faculty outside the scheduled course meetings for consultation
  - (5). qualification of faculty
  - (6). reasonable access to materials, facilities, and support.

**2. Assignment of Credit Hours for Non-Traditional Credit Offerings**

- a. Credit hours will be assigned according to the following minimum requirements regardless if it is called a course, a workshop, special topics, etc. For each hour of credit there needs to be at least 15 hours in-class instruction. The typical offering is 3 hours per day for 5 days per each graduate credit, i.e., 1 credit in 1 week, 2 credits in 2 weeks, etc.
- b. The other option is for a concentrated 3 day offering for one graduate credit. In this format, the duration of the course shall be at least one week greater than the number of credits offered except for a one credit offering, i.e., 1 credit over 1 week, 2 credits over 3 weeks, 3 credits over 4 weeks, etc.

SOURCE: Approved by the Executive Graduate Council 04-21-83  
Revised and Approved by the Executive Graduate Council 02-20-92  
Revision of Section IIB by Executive Graduate Council 04-21-94  
Edits approved by the Executive Graduate Council 11-30-11

- D. **Off-Campus Graduate Course Offerings.** For all University campuses, any regularly scheduled campus course or approved online course (exclusive of non-traditional courses), taught by authorized graduate faculty of the University of Nebraska, can be considered for approval to be taught at an off-campus site without special course designation.

SOURCE: Executive Graduate Council Minutes 10-17-91  
Edits approved by the Executive Graduate Council 11-30-11

## V. **Non-Graduate Faculty Rules for Teaching Graduate Courses**

- A. **Requirements of Non-Graduate Faculty to Teach Graduate Courses.** Provided that all of the following requirements are met, a staff member who is not a member of the Graduate Faculty of the Graduate College may be permitted to teach graduate courses, direct masters theses, serve on or chair masters degree examining committees, and serve on doctoral supervisory committees:
1. The staff member shall have the terminal degree and the rank of assistant professor or above.
  2. Permission must be obtained during the first four years of the staff member's faculty appointment and shall be effective only during that period.
  3. This permission must be recommended by the appropriate departmental or interdepartmental area graduate committee and approved by the campus Dean for Graduate Studies.
  4. The staff member meeting these requirements will not have a vote on the Graduate Faculty, nor hold any elected office in the Graduate College.

SOURCE: Executive Graduate Council Minutes 10-15-81

- B. **Staff Member Graduate Credit.** Unusual circumstances may arise in which a department wishes to assign, on a limited basis, the teaching of a course for graduate credit to a staff member who (1) is not a member of the Graduate Faculty and (2) does not qualify under the conditions of the Executive Graduate Council action of October 15, 1981. In such cases, special permission may be given by the campus Graduate Council. Such permission must be limited to a specific course or courses and must be effective only for a specific time period, not to exceed one semester. Any extension of the special permission must be approved by the Executive Graduate Council.

SOURCE: Executive Graduate Council Minutes 11-17-83

## VI. **Guidelines for Graduate Programs**

- A. **Guidelines for Submission and Process of Evaluation of New or Modified Graduate Programs**

### 1. **Introduction**

Evaluation of new graduate programs will emphasize the anticipated quality of the new program (as defined by faculty credentials, the content of the course of study, library and research resources, etc.), as well as the potential for the development of a high-quality program. Other aspects of the review will focus on the relationship of the proposed program to the overall mission of the campus, the resources that will be necessary to develop a program of high quality and the need for the program, both with respect to opportunities for future employment and with respect to the impact of the proposed program on existing campus or University-wide academic programs.

All new academic programs must be approved by the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education prior to their being established or

offered. Requests for new graduate programs are initiated at the departmental, unit or program level. Each request is reviewed at several levels prior to submission to the Board of Regents for approval. For the purposes of this policy, the term "academic program" shall mean a degree, major, certificate, diploma or equivalent curriculum. Programs proposing new "Certificates in Course" should be handled in the same way as proposed new programs.

## **2. Modification of Existing Programs**

Programs undergoing significant modifications, which do not involve the establishment of a new degree, will be submitted to the appropriate campus Graduate Council, which, in consultation with the Dean for Graduate studies, will decide whether the changes are major or minor. Minor changes (i.e., items that do not have to go to the Board of Regents) will be reviewed only by the campus Graduate Council. Major changes (i.e., items that must go to the Board of Regents) may need to be treated in a manner similar to that for new proposals and should be forwarded to the Dean of the Graduate College for consideration. The Dean will then determine which procedures are applicable to the particular proposal.

## **3. Review Process for New Programs**

The department or unit initiating a request for a new program should prepare a proposal providing the information outlined below, and any other material that might be of value in supporting the request, and should submit this information through appropriate campus channels to the campus Graduate Dean(s) for review by the campus graduate council.

It should be noted that proposals prepared according to these guidelines may be submitted to the Nebraska Coordinating Commission for Postsecondary Education in the same format, following approval by the Board of Regents. This will then avoid duplication of effort in preparing program submission materials that are duplicative, but with differing formats.

## **4. Program Proposal Format will follow the guidelines of the CCPE.**

<http://www.ccpe.state.ne.us/PublicDoc/Ccpe/LegalRegs/Chapters/RulesRegsChpt4.asp>

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

## **5. Additional Considerations for the Formulation of Cooperative and Joint Degree Programs**

- a. "**Cooperative programs**" shall refer to those academic program organizations whose primary home is a department or unit on one campus (UNL, UNO, UNMC, UNK), with formally affiliated graduate faculty from more than one campus. The formally affiliated graduate faculty may be from the same discipline department on another campus and provide one or more specialization options to the graduate program. Proposals for cooperative programs should be approved by the Graduate Council, campus Graduate Dean, and campus channels on the campus of the primary home department before submission to the Dean of the Graduate College.
- b. "**Joint programs**" shall mean programs offered and administered jointly by more than one department or unit located on more than one campus. In terms of the governance of the graduate program, the units participate equally in a single graduate committee. For a joint program, students may apply to any campus offering the program and be awarded the diploma at the commencement at the campus of his or her choice.

Proposals for joint programs should be approved by the respective Graduate Councils, Graduate Deans, and campus channels on all campuses which are to be offering the program before submission to the Dean of the Graduate College.

- c. A proposal for either a Cooperative or a Joint program should describe the rationale for the establishment of the program. Particular attention should be paid to the governance of the proposed program, including the composition of the Graduate Committee, the selection process for committee members and the overall coordination of the program. The proposal should also describe how faculty affiliated with the program will be identified and approved for participation in the program.
- d. Mechanisms should be described that facilitate the registration of students and the cross-campus development of curricula as the program is developed. The proposal should describe how students are provided with ready access to the core curriculum. The program description should also make clear the extent to which faculty or students will be required to travel between campuses to provide access to courses essential to the degree program.

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

## **B. EGC Review Cycle for Proposed New Graduate Programs**

The Executive Graduate Council review of a proposed new program begins upon receipt of a proposal by the Office of the Provost, together with a list of nominees for external evaluation of the program after the campus Graduate College has approved the proposal.

The outside review team is selected by the Executive Vice President/Provost or a designee, using the list of possible external reviewers. The Provost, or designee, is free to seek additional names from other sources, such as officers of professional societies in the discipline or distinguished faculty or administrators at other institutions.

Arrangements for the visit of the consulting team are coordinated through the Office of the Executive Vice President/Provost. A package of materials, including the program proposal and any supplementary materials requested by the review sub-committee, and any materials describing the University (role and mission statements, catalogs, etc.) are assembled in the Provost's Office and sent to the review team, along with a charge to the consultants.

The details of the visit itself (hotel accommodations, scheduling of interviews, etc.) are also handled by the Provost's Office. The costs of the visit, including an honorarium and travel expenses, are borne by the Office of the Executive Vice President/Provost.

During a consulting visit, the team members have an entry meeting with representatives from the campus graduate council. At the conclusion of the visit, separate exit interviews are held by the Executive Vice President/Provost, representatives of the campus graduate council and the Executive Graduate Council.

The written consultant report is sent to the Provost, who then sends copies to the campus Dean(s) for Graduate Studies, academic Dean(s), and Department Chairperson(s) or Program Director(s). If substantial changes are suggested by the review team, the department or unit should prepare an amended proposal and resubmit this to the campus graduate dean for eventual transmission to the Dean of the Graduate College and Executive Graduate Council.

The proposal shall be considered for the consent of the Chief Academic Officers, and forwarded to the Executive Graduate Council. Assuming approval at each of these levels, the Executive Vice President/Provost will then forward the proposal to the Board of Regents requesting their approval. Finally, the program will be sent to the Nebraska Coordinating Commission for Postsecondary Education for its consideration. The program cannot be initiated until the Commission's approval is obtained.

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

## C. Addendum – Details of Program Proposal Format

### 1. Descriptive Information

The proposal should provide the name of the institution proposing the program, the name of the program (major), the degrees/credentials to be offered in the program (MA, MS, Ph.D. etc.), the administrative units for the program (college, division, department, etc.), the date approved by the governing board, the proposed date the program will be initiated, and a concise description of the proposed program.

### 2. Abstracts of Proposal

The abstract should be a 1 to 2 page summary of proposed degree program. The abstract should stand alone without further reference to the body of the proposal. Abstracts are distributed to members of the Executive Graduate Council for informational use.

### 3. Formulation of a Program and Preparation of a Self-Study Report

- a. **Centrality to Role and Mission.** In this section, refer to the institutional role and mission as defined in the Nebraska statutes and in the CCPE Comprehensive Statewide Plan for Higher Education. The language in the role and mission statements that refers to the types of instructional programs, degree levels, and subject areas is most relevant to program review. The report may also include references to more detailed role and mission statements adopted by the governing board, institution or administrative unit.
- b. **Consistency with the Comprehensive Statewide Plan.** In this section, refer to the relationship of the proposed program to priorities in the Comprehensive Statewide Plan not covered under other criteria (e.g., role and mission and need and demand).
  - (1). **Program of Study.** Describe the proposed program of study and explain its structure, coherence, its objectives, and the plans to regularly review and revise the program to reflect new developments in the discipline. Identify any new courses that will be needed to implement the program and indicate the number of credit hours that will be required to complete it. Provide complete, detailed syllabi of all courses which will be included in the proposed program.
  - (2). **Learning.** Describe the assessment of student learning plan for the proposed program, including the plans for using the data to improve the quality of the program. Examples of data that could be collected are retention and graduation rates, placement rates, employer surveys, graduate satisfaction surveys, results of licensing or certification exams, and other measures of student achievement.

- (3). **Accreditation.** Describe plans, if any, to seek specialized accreditation of the program. Regional accreditation status of the institution is usually not relevant to the quality or effectiveness of specific degree programs.
- (4). **Needs of Diverse Student Groups.** Include descriptions of any specific program-level or department-level initiatives or strategies, currently in place or planned, that are designed to enhance the recruitment, retention, and success of students from diverse backgrounds, including those from under-represented populations.
- (5). **Collaboration with Other Postsecondary Institutions.** Identify any collaborative agreements with other postsecondary institutions to expand the curriculum, to extend access to the program, or to insure that courses will be transferable. Describe the interactions that will take place with cognizant departments, units, and programs on all campuses. What participation will be required in terms of faculty in other programs? (Provide letters documenting willingness to participate and the type of interaction that will take place.)
- (6). **Off-campus Delivery Sites and Distance Learning.** Identify any plans to deliver the program to other sites using telecommunications or other means. Also identify any plans to use courses or materials produced by other institutions and provided by telecommunications technologies.
- (7). **Partnerships with Businesses, Organizations, and Public Agencies.** Identify any partnership agreements that will enhance the quality of the program or provide educational and practical experiences for the students. Are practica and internships readily available, for example? How will the quality of these practica and internships be evaluated and maintained?

#### 4. Evidence of Need

- a. **Constituency and Community Resources.** In this section include information about the need for this program in the community, the region, the state, or the nation. Include data, reports, or studies about the workforce needs of business, industry, and other employers in Nebraska and about the job opportunities for graduates. Explain any potential for the program to contribute to economic development in the service area or in the state. Describe the effect that the program will have on the department initiating it. If the program involves community participation (field experience, externships, preceptorships, visiting consultants), is there reason to expect support for the program and from what segments of the community will support come?
- b. **Impact on Existing Academic Community.** This section should thoroughly address the issue of unnecessary duplication. It should identify other similar programs offered in the state by public or private institutions, explain any differences among the programs, and explain why an additional program is needed at this time. Similar programs offered within the states that are members of the Midwestern Higher Education Compact and programs that are offered in contiguous states that are reasonably accessible to residents of Nebraska should also be identified. If similar programs exist, explain why those programs cannot meet the need for which the proposed program is designed. Documentation must be furnished that relevant departments or areas on all campuses have been given copies of the proposal and have been invited to prepare a written response to it.

## 5. Evidence of Demand

This section should include information about the extent of student interest in the proposed program. Include studies, surveys, or other evidence about student demand. Are there adequately prepared students available for the program? What is the academic background of potential students? How many students are expected to enroll in the program in each of the first five years of operation? What is the minimum number of students required to make the program viable? What is the maximum number of students that could be accommodated with the resources committed to the program? Will the program be available to students from other states through the Midwestern Higher Education Compact?

## 6. Adequacy of Resources

- a. **Faculty/Staff.** Identify the number of faculty and staff required to implement the proposed program. Distinguish between full-time faculty in the major, the number of regular faculty from other majors who will teach courses in the proposed program, and the number of temporary, part-time faculty (adjuncts) who will teach courses. How many of the required faculty are currently employed by the institution? What are the credentials of the faculty (graduate faculty status, research productivity, experience in teaching or professional practice in the field)? Identify any additional administrative and support staff required, including graduate assistants, and identify the capacity in which they will serve.
  - (1). **Résumés.** Provide current curriculum vitae for every faculty member participating in the program.
  - (2). **Projected Incremental Expenses.** Complete the staffing section of Table 1: Projected Incremental Expenses.
  - (3). **Summary of the Current Research Programs Available for Graduate Student Involvement.**
- b. **Library/Information Resources.** This section should include information about the relevant library holdings and electronic information resources that are currently available. Will additional learning resources be needed? (Information about the rating of the library as a whole is useful, but is not a sufficient response. This section may also include information about interlibrary load agreements with institutions that have similar programs.) Describe the resources that will be available to students and faculty through electronic technology and discuss the services provided to assure that students and faculty can access and use the information available through those resources. Complete the Library resources section of Table 1: Projected Incremental Expenses.
- c. **Physical Facilities.** Describe the physical facilities, such as classrooms, laboratories and, offices that will be required for the program and describe how those resources will be provided. Identify any plans for renovating existing facilities, constructing new facilities, or leasing additional facilities for the proposed program within the next ten years. List other special consideration or facilities which are essential and available to the program. Complete the facilities section of Table 1: Projected Incremental Expenses.
- d. **Instructional Equipment.** Describe any specialized equipment that will be needed for use in instruction and explain how the equipment will be provided. Special emphasis should be given to the availability of computers and other information technologies. If new equipment will be required, identify the source of funds for this equipment. Complete the equipment section of Table 1: Projected Incremental Expenses.

- e. **Budget Projections.** What will it cost to initiate the program and maintain it? Are any planned expansions built into the overall format for starting the program? Where will the money come from for activating and maintaining the program? What will these increases cost? If federal or state funding is involved, what conditions or requirements are set for these funds? What is the length of the granting period? Complete Tables 1 and 2 showing the projected incremental expenses and the revenue sources for those expenses for the first five years of the program.
- (1). **Faculty.** If additional faculty will be required, specify why. Have those faculty lines been approved? What is the source of funds for these lines?
  - (2). **Student Support.** What is the source of funding for the research programs? What is the source of support for graduate student stipends? What is the level and source of external funding of the faculty? Will these funds contribute to the graduate program? What support will be given to students and to educational requirements associated with student training (cost of visiting speakers, consultants, etc.)?
  - (3). **Non-faculty Staff.** If the program requires additional non-faculty staff, describe the source of funds for these additional staff?
  - (4). **Operating Funds.** Will additional operating funds be necessary? Source of these funds?

## 7. Summary of Responses to the Major Criteria

In this final section briefly summarize the proposal. The summary should recap the institution's responses to each of the major criteria such as consistency with role and mission, need and demand, and adequacy of resources. Include a time table for approval and introduction of courses and initiation of program and estimates of the anticipated admission, matriculation, and total enrollment during the initial five year period.

## 8. Letter of Support From Administrators

Supporting letters from administrators at the Departmental, College, and Campus levels should be included in the information transmitted to the Executive Graduate Council.

SOURCE: Approved by the Executive Graduate Council at their meeting on May 1, 1997.

## D. Process for Monitoring Graduate Program Reviews

Each graduate program must be periodically reviewed by the campus from which the program originates. Normally, the campus review of a graduate program occurs at the time of the review of the department which offers it. In cases of a program offered jointly, the process of periodic review (normally, every five years) must be determined in a Memorandum of Understanding when the program is created. The Coordinating Commission also requires periodic review with specific data requirements of credit hours and number of degrees awarded.

The use of a standardized form for presentation of the program review summaries will facilitate the review of the programs and minimize the need for requesting additional information from departments for the Graduate Dean or the Coordinating Commission.

<http://www.ccpe.state.ne.us/PublicDoc/Ccpe/LegalRegs/Chapters/RulesRegsChpt4.asp>

SOURCE: Edits approved by the Executive Graduate Council 11-30-11

## **E. Procedures for the Deletion or Consolidation of Graduate Programs**

### **1. Principles**

The following principles should be considered in the deletion, consolidation, or contraction of graduate programs:

- a. The pursuit of graduate degrees is based fundamentally on the search for new knowledge.
- b. Graduate education provides basic principles which students may apply to unforeseeable challenges.
- c. Teachers of graduate students should engage actively in research and in the dissemination of the results of their research.
- d. In general, graduate programs cannot be considered independently. Many of the programs considered for deletion or consolidation are undergraduate or professional programs with a closely associated graduate program. A complex interrelationship frequently exists among the programs.
- e. Reasons for deletion or consolidation may include lack of need or demand for graduates (local, state or national); substandard quality; lack of adequate faculty or decline in quality of faculty; lack of adequate library holdings, laboratories or physical facilities; unnecessary duplication; transfer of a department or unit between colleges; lack of adequate financial support or a financial exigency; substantial increase in cost to continue program; or substantial savings affected by consolidation.
- f. The overall importance of each program must be considered within the context of the role and mission of each campus as promulgated by the Board of Regents.

### **2. Procedures**

#### **a. Initiation of Deletion or Consolidation Proceedings**

Proceedings may be initiated by a graduate program committee; a departmental Chairperson; an academic Dean; a campus Graduate Dean; a campus Graduate Council; the Executive Graduate Council; an academic Vice Chancellor; a Chancellor; the Executive Vice President and Provost and Dean of the Graduate College (EVPPD); or the President.

#### **b. Notification of the Initiation of Deletion or Consolidation Proceedings**

Any recommendation for deletion or consolidation shall be forwarded by the initiating party to graduate committee chairpersons of all affected graduate programs and the campus Graduate Council for consideration, review, and recommendation. The departmental Chairperson of the effected program; the academic Dean; the campus Graduate Dean; the Academic Planning Committee or its equivalent; the Executive Graduate Council; the academic Vice Chancellor; the Chancellor; and the EVPPD shall also be notified of this action.

**c. Campus Review by Standing or Ad Hoc Groups**

Any review concerning deletion or consolidation of graduate programs is most appropriately conducted at the campus level. These Procedures insure adequate representation by the campus Graduate Council, and appropriate consideration of the graduate component in any such review process, in accord with established campus procedures. If a standing committee is empowered by campus Bylaws or legal contract to conduct a review of all programs to be considered for such deletion or consolidation, then that committee should consider the full merits of the case made for deletion or consolidation of the identified graduate programs. If such a standing committee does not exist, any ad hoc review committee established by the Chancellor should include at least one representative of the campus Graduate Council and the campus Graduate Dean. Either the standing or ad hoc review committee shall assure appropriate input from the campus Graduate Dean, the campus Graduate Council, and the affected graduate programs on the status and quality of graduate programs it is reviewing.

**d. Review by the Campus Graduate Council**

The appropriate campus Graduate Council shall make a recommendation to the Executive Graduate Council with regard to the proposed deletion or consolidation. In order to do that, the campus Graduate Council must perform a review of the program if it considers other reviews and data to be inadequate. An outside team of visiting scholars may be requested to review a program that is proposed for deletion or consolidation. The team will be appointed by the campus Graduate Dean in consultation with the academic Dean and Chairperson of the affected graduate program. The campus Graduate Council representative on any review committee shall report the results of deliberations on deletion or consolidation of graduate programs to the campus Graduate Council. After appropriate review, the campus Graduate Council shall submit its recommendation to the campus Graduate Dean. The recommendation shall be forwarded to the Chancellor and EVPPD for transmission to the Executive Graduate Council; copies of the recommendation shall be forwarded to the Academic Planning Committee or its equivalent; the academic Dean; and the Academic Vice Chancellors.

**e. Review by the Executive Graduate Council**

The Executive Graduate Council shall receive the recommendation from the EVPPD for review. The recommendation of the Executive Graduate Council will be forwarded to the EVPPD for transmission to the President and the Board of Regents.

FURTHER INFORMATION: Consult next section for Guidelines.

SOURCE: Approved by the Executive Graduate Council 02-19-87 and 2-19-97

**F. Guidelines for the Deletion or Consolidation of Graduate Programs**

The Executive Graduate Council approved at its February 19, 1987, meeting the Procedures for the Deletion/Consolidation of Graduate Programs. The Executive Graduate Council adopted the following guidelines for the deletion/consolidation of graduate programs at its meeting on January 22, 1987. The Executive Graduate Council will utilize these guidelines in its evaluation of proposed deletion/consolidation of graduate programs, and urges that these guidelines be followed at the campus level. The reports of programs being reviewed should include the following information:

**1. Brief Description of the Program**

**2. Statement of Need**

- a. Student demand.
- b. External demand.
- c. Number of graduate/year for last 5 years.
- d. Current employment of graduates for last 5 years and other indicators of program quality.
- e. Institutional need and impact on other graduate and undergraduate programs, departments or campuses.

**3. Curriculum**

- a. Description of curriculum.
- b. Special requirements.
- c. Scheduling of courses for the last 5 years.
- d. Current course syllabi.
- e. Availability/quality of practica, internships, etc.
- f. Duplicate or closely related course offerings at the department, campus, University-wide levels.
- g. Dual-listed courses (graduate and upper-division undergraduate).

**4. Faculty**

- a. Narrative description summarizing expertise of the faculty.
- b. Résumés including publications, current research activities and outside funding (grants, contracts, etc.), conferences attended and papers presented, other scholarly activity.
- c. Possible reassignment, retraining or retirement of faculty and staff.

**5. Students**

- a. Number of students influenced by deletion/consolidation.
- b. Level of progress of affected students.
- c. Potential for transfer to other programs/departments.
- d. Relative cost to students.

**6. Facilities**

- a. Laboratories/faculty offices.

- b. Library holdings.
- c. Other.

**7. Budget**

- a. Present cost of the program (budget).
- b. Income of the program (grants, contracts, student tuition, fees, etc.)
- c. Funds saved if the program is eliminated/consolidated.
- d. Phase-out costs and time-line.

SOURCE: Approved January 22, 1987

DATE OF LAST REVISION: January 1988

## **VII. General Appeal Procedures for Academic Matters Concerning Graduate Students**

### **A. Appeal of General Academic Matters Related to Student Programs**

1. Graduate students holding admission with unclassified status in the Graduate College, admission with a master's objective, or admission with a doctoral objective (but prior to the appointment of a doctoral supervisory committee) should appeal as follows:
  - a. Initially, the appeal should be submitted to the student's adviser.
  - b. If denied, the appeal may be submitted to the Departmental or Interdepartmental Area Graduate Committee administratively responsible for the student's graduate program.
  - c. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see Sections 5-7).
2. Graduate students holding admission with a doctoral objective in the Graduate College and for whom a doctoral supervisory committee has been appointed should appeal as follows:
  - a. Initially, the appeal should be submitted to the student's adviser.
  - b. If denied, the appeal may be submitted to the student's supervisory committee.
  - c. If denied, the appeal may be submitted to the Departmental or Interdepartmental Area Graduate Committee administratively responsible for the student's graduate program.
  - d. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see Sections 5-7).
3. When a student's graduate program consists of registrations essentially or entirely on one campus, the Graduate Council of the campus administratively responsible for the program will

constitute the appeal board. When a student's graduate program includes substantial registrations on a campus other than the one administratively responsible for the program, three members of the Graduate Council for the other campus will be designated by the Dean for Graduate Studies on that campus to augment the Graduate Council on the campus administratively responsible for the program. In this case, the augmented Council will constitute the appeal board. The decision concerning augmentation of a campus Graduate Council for a specific appeal involving registrations on a campus other than the one administratively responsible for the student's program will be made by the Deans for Graduate Studies on the campuses involved.

4. In all cases, appeals should be made in writing to the appropriate adviser, Committee, or Council.
  - a. In those cases where the appeal concerns graduate-level qualifying exams, comprehensive exams, or final oral exams, the following deadlines must be observed. It is the responsibility of the student to make reasonable efforts to ascertain the results of the examination within thirty days after its completion.
  - b. The initiation of the appeal, in writing, by the student must be filed within thirty days following the student's receipt of notification of the evaluation.
  - c. In those cases involving an appeal of termination of program, initiation of the appeal, in writing, by the student must be filed within thirty days following the student's receipt of the official written notification by the campus Office for Graduate Studies.
5. There is no absolute right of appeal to the Executive Graduate Council. The Executive Graduate Council will accept appeals only in those cases where in the exercise of its sole discretion it shall first find that one or more of the following grounds for accepting the appeal exist:
  - a. That the campus Graduate Council has violated some element of fair procedure (example: has failed to allow the parties concerned to present their cases fully to their campus Graduate Council);
  - b. That the campus Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;
  - c. That the campus Graduate Council has given undue weight to evidence not pertinent to the case; or
  - d. That some gross miscarriage of justice would be perpetrated if the decision of the campus Graduate Council is allowed to stand.

A decision by the Executive Graduate Council not to accept jurisdiction of an appeal shall be final and is not subject to further appeal.

6. Appeals to the Executive Graduate Council must be made in writing and must specifically outline the grounds for the appeal. Such appeal must be made within 20 working days of the day the decision of the campus Graduate Council is received (working days shall not include those days the University is not in session).
  - a. The Executive Graduate Council must make a decision to hear the appeal or not to hear the appeal within 30 working days after receipt of the appeal. Acceptance or denial of jurisdiction over the appeal will be made in writing.

- b. The decision of the Executive Graduate Council on the merits of the case will be made and transmitted to the concerned parties within 40 working days after the decision to hear the appeal.
7. No person who was a member of the department or campus Graduate Council involved in the case will be eligible to participate in the decisions of the Executive Graduate Council either to decide whether the case should be heard or to decide the merits of the case. However, the Dean for Graduate Studies may replace members of the Executive Graduate Council not eligible for participation in the decision to hear the appeal or in the appeal itself.

#### **B. Appeal of Grades in Graduate-Level Courses**

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered. If the matter is not resolved, the student may file an appeal in writing to the campus Dean for Graduate Studies who shall inform the student of the grade appeal procedures approved by the Graduate Faculty or by their duly elected representative Graduate Council for that campus, and shall forward the appeal to the student-faculty committee or council which is designated to hear graduate-level course grade appeals on that campus. Since awarding grades in courses occurs at the individual campus level, the decision of the campus committee or council designated to hear the case on behalf of the campus Graduate Faculty shall be final and is not subject to further appeal.

SOURCE: Approved by the Executive Graduate Council 12-11-80  
Amended by the Executive Graduate Council 03-18-82

**Denial of Admission.** There is no right to due process hearing with respect to denial of admission of a graduate student. Therefore, there is no need for an appeal procedure for applicants for graduate programs.

## Nomination for Graduate Faculty

### University of Nebraska Graduate College

**Graduate Faculty Responsibilities:** The Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees, and serve on supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental program.

**Graduate Faculty Criteria:** The following requirements for the nomination of Graduate Faculty were adopted by the Graduate Faculty to establish consistent standards for faculty members eligible for appointment to carry out these assignments.

1. The nominee must hold the rank of Senior Lecturer, Assistant Professor, or equivalent or above.
2. The nominee must hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Committee of the nominee's department/school or interdepartmental area.
3. The nominee will be actively involved in scholarly/creative activity and/or graduate teaching as part of his or her regular duties.
4. The nominee must have demonstrated clear evidence of continuing scholarly activity at the national level and potential beyond teaching. The evidence must be provided by the nominator.

**I. IDENTIFICATION AND CONTACT INFORMATION**

Name of Nominee \_\_\_\_\_ NU ID Number \_\_\_\_\_  
 Department \_\_\_\_\_ Academic Rank \_\_\_\_\_  
 College or Division \_\_\_\_\_ Campus \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_  
 (Building, Room, Campus Zip)

**II. HIGHEST DEGREE OBTAINED**

Highest Earned Degree \_\_\_\_\_ Major Field \_\_\_\_\_  
 Year Conferred \_\_\_\_\_ Institution Granting \_\_\_\_\_  
 Title of dissertation (or thesis) for terminal degree

\_\_\_\_\_

\_\_\_\_\_

Or

Description of other scholarly or creative project for terminal degree

\_\_\_\_\_

\_\_\_\_\_

## Appendix 1

If the highest degree earned, as described above, is not the degree normally considered terminal in the nominee's academic discipline, what is? \_\_\_\_\_ Describe in detail the basis on which this nominee is recommended as having the clear equivalent of that degree and provide supporting materials.

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### III. INVOLVEMENT WITH GRADUATE STUDENT RESEARCH AND GRADUATE TEACHING

In what way(s) is the nominee to be actively involved with graduate student research?

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In what department or interdepartmental area?

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In what way(s) is the nominee to be actively involved with graduate teaching?

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In what department or interdepartmental area?

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### IV. SCHOLARLY ACTIVITY AND POTENTIAL BEYOND TEACHING

What is the evidence of scholarly/creative activity and potential beyond teaching on the part of the nominee? (Attach separate sheet if necessary; enclose documentary evidence.)

- a. List publications and manuscripts that have been submitted to and/or accepted by scholarly journals. Indicate whether journals are refereed and give current status of manuscripts (i.e., submitted, accepted, etc.).

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Appendix 1

b. List creative productions in professional discipline other than publications. Provide available evidence of acceptance by peers within the discipline.

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c. List scholarly/creative presentations made at professional meetings. Designate which presentations were invited and which were competitively selected.

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d. Indicate the current involvement of the nominee in scholarly research and/or creative activity.

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e. List other publications, books, and evidence of scholarly/creative activity.

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**V. ENDORSEMENTS**

I have seen and assent to material submitted, with the exception of those materials for which I have signed waivers of access.

**Nominee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department or Area

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I am familiar with the training and abilities of the nominee and certify that he or she is fully qualified to carry out the responsibilities of a Member of the Graduate Faculty.

**Nominator**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department or Area

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I certify that this nomination has been evaluated and recommended by at least 2/3 of the Graduate Faculty in the nominee's department or interdepartmental area or by other procedures in accord with Graduate College guidelines. Also, I am familiar with the training and abilities of the nominee and certify that he or she is fully qualified to carry out the responsibilities of a Member of the Graduate Faculty.

Graduate Faculty in this Department or Interdept. Area

Number recommending this nomination \_\_\_\_\_

Number opposing this nomination \_\_\_\_\_

Number abstaining \_\_\_\_\_

Number not voting \_\_\_\_\_

*Total number of Graduate Faculty in department or area (sum of above)* \_\_\_\_\_

**Graduate Committee Chair**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department or Area

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I endorse the nomination and certify that the nominee as part of his or her regular duties is to be actively involved in graduate student research and/or graduate teaching.

**Nominee's Department Chair**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approval/deferral:

**Campus Dean for Graduate Studies**

- I approve this nomination
- I defer this nomination

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Nominee's Dean or Director**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Dean of the Graduate College**

- I approve this nomination
- I defer this nomination

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



University of Nebraska

3835 Holdrege  
Lincoln, Nebraska 68583  
(402) 472-1201

Office of the General Counsel

January 18, 1979

Dr. Steven B. Sample  
Executive Vice President for Academic Affairs  
University of Nebraska  
Regents Hall  
Lincoln, Nebraska 68583

Re: Presiding Officer - Executive Graduate Council

Dear Dr. Sample:

You have requested an opinion concerning the presiding officer of the Executive Graduate Council and who should preside at meetings of the Council in the absence of the presiding officer designated pursuant to the Bylaws of the Board of Regents.

Section 2.2 (g) of the Bylaws of the Board of Regents provides that the "Office of the Executive Vice President for Academic Affairs shall include an executive officer for graduate studies and research, who shall serve as the presiding officer of the University-wide graduate faculty and councils thereof." It is my understanding that you are serving in this executive officer position.

I have examined the document entitled University of Nebraska System-Wide Organization and Procedures for Administrative and Faculty Management of Graduate Studies. This document sets out the organization of the Executive Graduate Council and provides that you as the Executive Officer for Graduate Studies and Dean of the Graduate College will preside over the meetings of the Executive Graduate Council and faculty. However, there is no provision designating an officer of the University to preside over meetings of the Executive Graduate Council in your absence. Due to this fact and taking into consideration the authority delegated to you by Section 2.2 (g) of the Regents' Bylaws, it is my opinion that if you are unable to attend meetings of the Executive Graduate Council you have the authority and responsibility to designate which officer of the University will preside at meetings of the Council in your absence.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Richard R. Wood".

Richard R. Wood  
General Counsel

# The University of Nebraska

GRADUATE COLLEGE

THIS DIPLOMA MAKES KNOWN THAT THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA UPON THE RECOMMENDATION OF THE GRADUATE FACULTY AND BY AUTHORITY OF THE STATUTES OF THE STATE HAS BY ITS OFFICERS SPECIALLY AUTHORIZED HERETO CONFERRED THE DEGREE

DOCTOR OF PHILOSOPHY

UPON



WHO IS ENTITLED TO ENJOY ALL THE RIGHTS, HONORS AND PRIVILEGES PERTAINING TO THAT DEGREE

IN TESTIMONY WHEREOF WE HAVE HEREUNTO SUBSCRIBED OUR NAMES AND CAUSED THE SEAL OF THE SAID BOARD TO BE AFFIXED THIS TENTH DAY OF MAY, NINETEEN HUNDRED NINETY-SEVEN.

ATTEST:



*James B. Milliken*  
CORPORATION SECRETARY OF THE BOARD

*John W. Boyne*  
CHAIRMAN OF THE BOARD

*L. Dennis Smith*  
PRESIDENT OF THE UNIVERSITY

**EXPEDITED REVIEW OF CERTIFICATE PROGRAM**

Campus submitting proposal \_\_\_\_\_

Name of Proposed Certificate \_\_\_\_\_

Name of Existing Masters Program \_\_\_\_\_

Page in Bulletin Describing Existing Masters Program \_\_\_\_\_

<b>Courses in Existing Masters Program</b>	<b>Masters Credit Hours</b>	<b>Certificate Credit Hours</b>
<b>TOTAL</b>		



LINCOLN | OMAHA | KEARNEY | MEDICAL CENTER