Section 6 - The Faculty Graduate Studies Committee

A. Composition

The Faculty Graduate Studies Committee (FGSC) shall consist of:

a. The dean or her/his representative as chair. The chair of the FGSC shall preferably be of the rank of professor. The dean shall appoint the chair from among professors of the faculty/school. The chair may not necessarily be a member of the committee.

b. Chairs/Conveners of departments/tracks or coordinators of graduate programs invited by the dean as ex officio and non-voting members. The number of chairs/conveners is determined by the faculty/school.

c. The registrar or her/his representative, non-voting.

d. The director of admissions or her/his representative, non-voting.

e. The faculty representative/s on the Board of Graduate Studies (BGS). The number of faculty representatives in the BGS is three for FAS, two for FEA, and one for each of FAFS, FHS, FM, and OSB.

f. Elected faculty members by the voting faculty as follows:

   FAFS, FEA: Four, from different departments (Refer to Article II, Section 2.e for voting eligibility).

   FHS: Two (Refer to Article II, Section 2.e for voting eligibility).

   FAS: Four, one from each of the following groups of disciplines: natural sciences, mathematics and computer science; humanities; and social sciences (as these groups are defined in Article IV, Section 1, and Part C of these bylaws).

   OSB: Four, at least one from each track; at most two may be from outside full-time, non-visiting professorial ranks.

   FM: Six, four representing the basic sciences departments, and two representing the clinical departments.

   HSON: Three.

g. One graduate student representative (non-voting).

h. Faculty/School specific members:

   OSB: The assistant dean for student services.

   Graduate program directors.
B. Functions

The Faculty Graduate Studies Committee shall advise the dean of the faculty on curricular matters related to faculty graduate programs and on graduate student academic affairs. All graduate academic recommendations examined by this committee must have been reviewed by the department or program concerned when applicable. The FGSC functions are as follows:

a. The FGSC shall act on the admission to graduate work of all Master and PhD applicants who have been recommended to it by individual departments/tracks/programs. It shall send its recommendations for acceptance to the dean who will forward his/her final recommendations to the Admissions Office with, a copy to the Graduate Council.

b. The FGSC shall examine and approve the following course related matters:
   - Number of credit hours.
   - New course.
   - Cross listing a course in two programs.
   - Deletion of a course that is no longer offered (only if it does not affect other programs outside the department).

c. The FGSC shall examine and recommend to the dean the following program related matters:
   - Minor changes in graduate program core courses that do not affect the number of course credits and the credit requirement for the program.
   - Any changes in a program that affect other units or programs in the same faculty/school.

d. The FGSC shall examine and recommend to the dean and the BGS the following graduate program modifications:
   - Changes of program requirements that do not change the number of credits. These changes may be core course credit requirements or changes in assigned credit for the thesis and/or the number of permitted tutorial courses.
   - Any changes in a program that affect other units or programs at the university outside of the concerned faculty/school.

e. The FGSC shall examine and recommend to the faculty/school, the BGS, and the Senate major graduate program modifications, including:
   - Introduction of a new graduate degree program.
   - Discontinuation of a graduate degree program.
   - Changing a graduate degree program title.
   - Other major modifications, including:
- Changes in the required number of credits for the completion of a program.
- Changes in a Master’s-level degree from a thesis to a non-thesis option or vice versa.
- Introduction of new tracks in the Master’s-level programs.

f. It shall act upon the recommendations of departments/tracks/programs concerning the thesis and non-thesis project advisor, the examining committee, and the thesis topic of students working towards a Master’s or PhD degree. The committee shall transmit its recommendations on these items to the Graduate Council.

g. It shall rule on all departmental/track recommendations for exceptions to existing regulations concerning graduate work at the Master’s and PhD levels, in conformity with general University policy. It shall transmit its recommendations on these issues to the registrar with a copy to the Graduate Council.

h. Upon the recommendation of the department/track/program concerned, the Faculty Graduate Studies Committee shall act on cases of graduate students whose work is unsatisfactory.

i. It shall periodically evaluate the graduate program as a whole, consider specific changes to graduate programs submitted by departments/tracks/programs, and recommend changes to the faculty/school and subsequently to the Board of Graduate Studies as applicable.

j. It shall oversee and evaluate policies and requirements regarding graduate admission and shall recommend changes or amendments of such policies to the faculty/school and to the Board of Graduate Studies.

k. It shall review and act upon graduate student petitions of an academic nature including, but not limited to, late registration, late withdrawal, make-up of missed final exams/coursework, retake of final exams, and correction of records.

l. A summary of all such exceptional decisions shall be communicated to the faculty at least once in each academic year.

m. It shall coordinate and determine the dates of the written comprehensive exams of graduate students if applicable. In large faculties, such as FAS, this function is under the purview of the department.

n. It shall review and act on applications for graduate assistantships in FHS and HSON.

o. It shall oversee enrollment management and recruitment strategies for graduate programs.

p. It shall rule on all recommendations of the graduate programs concerned for exceptions to existing regulations concerning graduate work, in conformity with general University policy.

q. It shall oversee and evaluate policies and requirements regarding admission to graduate programs that fall under the purview of the Board of Graduate Studies.
r. It shall coordinate its work with the Board of Graduate Studies, the Registrar’s Office, and the Graduate Council.