

University Graduate Committee Policies and Procedures

Membership

The University Graduate Committee is composed of 19 faculty elected by the colleges and schools in proportion to the size of their graduate programs, and a graduate student representative. The committee is chaired by a faculty member. Ex-officio members include the dean of the Graduate College, the dean or designee of the University library, the dean or designee of distributed learning, and staff from the Graduate College.

Charge

The purpose of the University Graduate Committee is to establish and maintain standards, policies, and procedures that will ensure University graduate curricula and all policies pertaining to graduate education comply with the stated mission and goals of Northern Arizona University. The UGC accomplishes this purpose by fulfilling the following:

- **articulates objectives for graduate study** and establishes and maintains proper graduate standards and policies for graduate programs and graduate assistants, consistent with university objectives;
- **coordinates all graduate programs** and curricula to prevent undue course proliferation;
- **studies and recommends** means for improving graduate programs; and considers new and revised graduate programs;
- **establishes and maintains standards and policies** in such matters as but not limited to admission to graduate study, admission to candidacy, examination requirements, transfer credits and approval of graduate courses programs and degrees;
- **serves as the graduate curriculum committee** for new courses, course changes and deletions, new programs and program revisions;
- **represent the Dean of the Graduate College at dissertation defenses.** See the [Procedures for Doctoral Oral Examinations \(Dissertation Defenses\)](#) for additional details.

Review Committee of the University Graduate Committee

Membership

The Review Committee is composed of five members of the University Graduate Committee (UGC) who normally have served at least one year on the University Graduate Committee. It is chaired by the chair of the UGC. Members of the Review Committee represent the broad spectrum of disciplines in which NAU has graduate programs. The chair-elect of the UGC serves on the Review Committee.

Goals

The goals of the Review Committee are to provide additional assistance to departments with their activities prior to University Graduate Committee review and to reduce the amount of standard curricular work for the UGC, thereby allowing the UGC more time to discuss and consider regional and national issues in graduate education.

Charge

The Review Committee of the University Graduate Committee reviews proposals to determine if they are ready for consideration by the University Graduate Committee. Review Committee members shall

- **preview curricular matters** to assure that they are ready for UGC review, and assist the full committee by serving as lead reviewers on program proposals
- **work with individual departments** to refine their proposals prior to full committee review. One member of the committee acts as a liaison between the committee and the proposing department and as an advocate for the proposed new program
- **prepare a consent agenda** for the University Graduate Committee. Items to be placed on the consent agenda include:
 - ⌚ prerequisite and corequisite changes which do not affect other academic departments unless a letter is attached from the affected department supporting the change;
course description changes;
 - ⌚ deletion of courses which are not a required part of another academic department's program;
 - ⌚ course credit hour changes which are not a required part of another academic department's program;
 - ⌚ program changes resulting from course credit hour changes listed above.
- **review graduate certificate programs** in the fourth year after approval and every four years thereafter. Guidelines for these reviews are in the Graduate Certificate Policy and Procedures.
- **identify local and national issues** that should be considered by the University Graduate Committee.
- **serve as the hearing panel** in the Graduate College Academic Appeal process.
 - **review requests from graduate students for waivers of university academic policies** and recommends action to the Dean of the Graduate College.

Roles of the Chair and Chair-Elect of UGC

As a committee under the auspices of the NAU Faculty Senate, the University Graduate Committee is chaired by a faculty member. The position of Chair-Elect was approved by the UGC in March 2005 to ensure continuity in the leadership of the committee. At the September meeting, members of the UGC elect a chair-elect for the next academic year. This person learns the details about the UGC and UGC Review Committee during her or his tenure as chair-elect. The following April, the chair-elect advances to the position of chair.

Duties and Responsibilities of UGC Chair

- Prepare for, attend, and direct the UGC Review Committee meetings (once a month);
- Prepare for, attend, and direct the University Graduate Committee meetings (once a month);
- Be readily available to work with Associate Dean and Dean on urgent matters of policy, grade appeals, and other related issues of the Graduate College;
- Serve as the Marshall for doctoral students at one ceremony at least for each commencement
- Be readily available to work with professors and/or college curriculum committees on issues related to curricular programs and proposals; and
- Other duties as needs arise.

Duties and Responsibilities of UGC Chair-Elect

- Chair-elect would typically have served a minimum of one year on the UGC.
- Chair-elect is elected by the UGC as a whole. They may be nominated for the position by UGC members, or they can self-nominate. They will be elected each September. At the final UGC meeting of the academic year, the chair-elect becomes chair of the UGC for the following academic year.
- The chair-elect serves as a member of the UGC Review Committee (which includes being ready for UGC Review Committee meetings once a month, and attending the regular UGC meetings).
- The chair-elect serves as the chair of the UGC, in the absence of the faculty chair.
- The chair-elect assists with the administrative duties and responsibilities of the UGC faculty chair.

APPROVED UGC MARCH 26, 2008

