

## University Graduate and Professional Council

### Bylaws/Operating Rules

#### Mission/Purpose

The mission of the University Graduate and Professional Council is twofold:

- To provide a forum in which matters of concern to graduate education may be discussed and the mission of Graduate and Professional Studies is fulfilled, and
- To work with the office of Graduate and Professional Studies to review, establish, and update policies affecting graduate and professional education at Chicago State University.

As such, the University Graduate and Professional Council hereby establishes the following bylaws to accomplish the mission and goals of graduate and professional education at Chicago State University. The name of this organization shall be the University Graduate and Professional Council (UGC).

#### **Organization and Membership**

Each graduate and professional program shall have one voting member of the Council. Graduate and professional programs shall identify the voting member and an alternate member in the beginning of each academic year, generally no later than the first faculty meeting. The chairperson of the department that houses the program shall forward the contact information of both voting and alternate members to the Associate Provost for Graduate and Professional Studies.

Obligations of the voting member include: review proposals and other materials before each meeting, consult with colleagues and students about agenda items, participate in monthly UGC meetings, participate in at least one standing committee and ad hoc committees, arrange for alternate member to attend monthly UGC or standing committee meetings if unable to attend, report information and the rationale for UGC decisions at department meetings and keep informed about Graduate education in the U.S. and globally. The alternate member fulfills the obligations of a voting member in his/her absence.

New graduate or professional degree programs will identify the voting member and alternate members when the program is formally admitting students to the program. Members of programs no longer offered at CSU will not appoint members starting the next academic year after program cancellation.

Ex officio members of UGC include the Provost, Associate Provost for Graduate and Professional Studies, Deans of each College with graduate or professional programs, Chairs of College Graduate and Professional Curriculum Committees, and staff representing key roles in academic affairs and enrollment management related to graduate and professional studies. Ex

officio members receive agendas and minutes, may attend meetings and participate in discussion of agenda items but do not vote.

The University Graduate and Professional Council will be administratively chaired by the Academic Affairs representative for Graduate and Professional Studies.

### **Standing Committees**

Standing committees of the University Graduate and Professional Council include: Policy and Standards, Graduate Faculty, Recruitment and Admissions, Student Appeals and Petitions, and the Thesis/Dissertation Completion and Fellowship Committee and may include voting and/or alternate members. Each committee will select a chairperson, who will schedule meetings as needed and provide report of committee meetings at monthly UGC meetings. The standing committee chair will provide a report of committee accomplishments to the Assistant Provost by April 15.

- Policy and Standards: Will include at least regular or alternate one member from each College with a Graduate or Professional Program. New graduate and professional program policies, changes to existing graduate and professional policies will be reviewed by the committee prior to placing on the UGC agenda for discussion and vote.
- Graduate Faculty: Will include at least one member from each College with a Graduate or Professional Program. Reviews and affirms graduate faculty status of CSU faculty.
- Recruitment and Admissions: Serves as a liaison between graduate and professional program level recruitment activities, graduate admissions and other enrollment management functions.
- Student Appeals and Petitions: Reviews student appeals to petitions for exception to graduate and professional program policies, if denied by College committees and submitted by student.
- Thesis/Dissertation Completion and Fellowship: Review thesis/dissertation standards, recommend University-level graduate and professional awards, provide input related to commencement.

### **Ad hoc Committees**

Ad hoc committees may be formed from time to time to when a short term need does not align with a standing committee. Volunteers will be requested from UGC members and alternate members.

### **Quorum**

A quorum for full UGC meetings is defined as 50% of the number of voting members plus one.

For student appeals and petitions related to a student's graduation in the same semester and received in the last 4 weeks of a semester, if the Student Appeals and Petitions Subcommittee cannot form a quorum within 10 business days of receipt of the petition, the standing committee chair and Associate Provost for Graduate and Professional Studies will review and respond to the student appeal or petition.

## **Amendments**

These Bylaws may be amended according to the following procedure: 1) the amendment shall be submitted in writing to the Assistant Provost for Graduate and Professional Studies, 2) the amendment shall be discussed at a monthly UGC meeting following a motion made by a voting member and seconded by a second voting member and 3) must be approved by **two-thirds of** the voting members of UGC.

Revisions to amendments including date of revision will be noted in an addendum to the bylaws.

## **Meeting Procedures**

Meetings will be conducted using Roberts Rules of Order, Newly Revised (11<sup>th</sup> edition). Subcommittees will forward minutes that include outcomes, student petition outcomes, for example, to be reported in the UGC minutes.