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PART I – STRUCTURE

The Graduate School supervises all graduate work at the University, establishes rules for admission of students to graduate standing, and recommends to the President and the Board of Regents that the appropriate degrees be conferred upon students who have satisfactorily completed work in accordance with the requirements of the Graduate School.

I. Administrative Structure of the Graduate School

A. GRADUATE DEANS – The general administration of the Wichita State University Graduate School shall be the responsibility of the Dean of the Graduate School together with such Associate and Assistant Deans as may be appointed.

B. GRADUATE COUNCIL – A Graduate Council shall be elected by the Graduate Faculty as an executive body to serve as an agent for the Graduate Faculty.

C. DOCTORAL PROGRAM SUB-COUNCIL – The Sub-Council exists for the general advocacy of doctoral programs throughout the University community and to review, determine, and recommend policies for doctoral programs.

D. ACADEMIC DEANS – The chief administrative officer of each degree-granting college/school is a Dean, who is responsible to the Provost and Vice President for Academic Affairs for the leadership and general management of the college/school. The Academic Deans shall have certain approval and review responsibilities as outlined in later sections of this document. These responsibilities are often in consultation with the Graduate Dean.

E. GRADUATE COORDINATORS – A Graduate Coordinator shall be appointed for each graduate program. This individual may serve more than one program as appropriate for a given college.

F. GRADUATE FACULTY – The Graduate Faculty of the University shall be constituted as described elsewhere in this document.
II. Appointment and Election Procedures

A. GRADUATE DEANS – The Graduate Dean shall be appointed by the President of the University with recommendations from faculty and administrative advisory groups. The Graduate Dean appoints Associate and Assistant Graduate Deans with recommendations from appropriate faculty and administrative groups.

B. GRADUATE COUNCIL – The Graduate Council shall be composed of the Dean of the Graduate School and the Associate and Assistant Graduate Deans as *ex officio* members, elected representatives from the following academic areas, and selected representatives (at-large representative and student representative):

<table>
<thead>
<tr>
<th>Academic Area Representatives:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Frank Barton School of Business</td>
<td>1</td>
</tr>
<tr>
<td>College of Education</td>
<td>1</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>1</td>
</tr>
<tr>
<td>College of Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>College of Health Professions</td>
<td>1</td>
</tr>
<tr>
<td>Fairmount College of Liberal Arts &amp; Sciences</td>
<td>1</td>
</tr>
<tr>
<td>At-Large Representative</td>
<td>1</td>
</tr>
<tr>
<td>Student Representative</td>
<td>1</td>
</tr>
</tbody>
</table>

Each academic area representative on the Graduate Council shall be elected to a two year term by the Graduate Faculty members of the area to be represented. Terms of elected members shall be staggered so as to provide continuity of experience on the Council. If
a vacancy occurs during a member’s two-year term, the Graduate Dean will consult with the graduate faculty of that area to select a replacement member to serve out the remainder of the term.

Academic area representatives are to be chosen each spring by mail or electronic ballot. Graduate Office personnel will prepare and send to the appropriate Graduate Faculty members a nomination ballot, with instructions for voting procedures. When the nomination ballots are returned to the Graduate Office, election ballots will be sent out with instructions for voting. Should a tie occur, it shall be resolved at the discretion of the Graduate Dean.

The Graduate Dean selects the at-large member of the Council specifically to represent the doctoral programs. Graduate faculty members eligible to serve as an at-large member should have Graduate Faculty-2 (GF-2) membership status. Selection rotates among the colleges/schools offering doctoral programs (for example, one year the representative is from Engineering, next year from Education, and the next year from Liberal Arts and Sciences, and so forth). The at-large member serves a one-year term.

The student representative to the Council is selected by the Graduate Deans to serve a one-year term. Nominations are solicited from the graduate coordinators within a specific college (based on a rotation among colleges/schools). The representative is selected from the nominees based on willingness to serve, ability to attend Council meetings, and academic credentials.

In the event new academic divisions within the University receive approval to offer graduate work but are not represented on the Graduate Council, a petition to be represented on the Council may be submitted to the Graduate Dean, subject to review by the Graduate Faculty.

C. DOCTORAL PROGRAM SUB-COUNCIL – Membership consists of the Graduate Dean who serves as chair, one representative from each doctoral program faculty (recommended by the doctoral program faculty and approved by the Graduate Council and Graduate Dean), and one member elected by the Graduate Council from current membership on the Council. The “doctoral program faculty” of an area consists of faculty working in the doctoral program with a GF-2 standing. Terms are for a one-year period coinciding with the academic year of the University.

D. ACADEMIC DEANS – The chief academic officers of the colleges and schools are appointed by the President of the University with recommendations from faculty and administrative advisory groups.

E. GRADUATE COORDINATORS – Graduate Coordinators shall be recommended for appointment by the department chair. The Coordinator shall hold a GF-1 or GF-2 Graduate Faculty membership and shall be approved by the College Dean and the Graduate Dean.
F. GRADUATE FACULTY – There are several categories of Graduate Faculty membership in Wichita State University. Candidates for Graduate Faculty membership must meet all department specific criteria and the university specified eligibility criteria as described in Section 5.12 of the Policies and Procedures Manual of the university (http://webs.wichita.edu/inaudit/ch5_12.htm). All nominations for Graduate Faculty status must originate from an academic department of Wichita State University.

The interpretation of the eligibility criteria at the discipline level is the responsibility of the departmental graduate faculty. Departmental committees submit (for the Graduate Dean’s approval) discipline-specific criteria for each membership category that clearly state what relevant activities warrant the granting of membership, in terms of quality and quantity. The criteria should be reviewed every five years by the departmental faculty for needed revisions and updating.

Recommendations for Graduate Faculty membership in any category follow the sequence of steps below (see Appendix for complete procedures):

1. Individual faculty may initiate the request or the department chair may identify faculty who need graduate faculty status and meet with those faculty to complete the nomination form.
2. Department chair, in consultation with appropriate departmental/college committee, submits the nomination form with additional information/document, if any, to the Academic Dean.
3. Academic Dean indicates support or non-support of the committee’s recommendation on the form and forwards materials to the Graduate Dean.
4. Graduate Dean takes final action (recorded on the front of the form). If GF-2 status or co-chairing of any specific dissertation committee by a GF-1 or GF-3 faculty is recommended, the Graduate Dean submits materials to the Doctoral Sub-Council for a recommendation before taking final action.
5. At any decision point, if a negative recommendation is made, the denied nomination form (and justification for denial) is returned to the candidate, and a copy of the denied nomination form is forwarded to bodies who previously granted approval.
6. If a negative recommendation is made, the faculty member may appeal directly to the Graduate Council by sending the nomination form to the Graduate Dean (along with all supporting information/documents). In these cases, the decision of the Graduate Council is final.

The following members of the University Administration shall be ex officio members of the Graduate Faculty. These members are not reviewed for membership while holding their administrative position. When these administrators return to full-time teaching and research, they will be reviewed for graduate faculty membership within six years after having left their administrative appointment.
1. The President of the University
2. The Provost/Vice-President of Academic Affairs
3. The Dean, Associate Deans, and Assistant Deans of the Graduate School
4. The Deans of School of Business, College of Education, College of Engineering, College of Fine Arts, College of Health Professions, College of Liberal Arts and Sciences, Honors College, and University Libraries

Current graduate faculty members who accept full-time administrative positions remain members of the Graduate Faculty during their administrative appointment and are not reviewed during the time of their administrative appointment. When these administrators return to full-time teaching and research, they will be reviewed for graduate faculty membership within six years after having left their administrative appointment.

Administrators who were not members of the Graduate Faculty (when serving in a faculty role) but who wish to be GF-1 members of the Graduate Faculty must be nominated and reviewed according to the same procedures and policies as the teaching and research faculty.

All Graduate Faculty, including those holding administrative appointments, who wish to receive GF-2 status must be reviewed and recommended by the Doctoral Program Sub-Council for GF-2 status. There are no exceptions.

The Graduate Faculty members undergo a periodic review process (every six years) for membership on the Graduate Faculty. The rationale for this periodic review is the expectation that a graduate faculty member will continue to be engaged in and will demonstrate achievement in serious advanced study, research/creative activity, and student mentoring. At the graduate level, each participating faculty member should have a command of his/her field and have demonstrated a capacity for teaching and research, professional practice, and student mentoring. Graduate faculty members will usually have earned the terminal academic degree in their field or have attained the clear equivalent in professional experience, scholarly, or creative achievement. They will also have remained active at the graduate level in their field. The Graduate School maintains a record of current graduate faculty, including their membership category and date of term completion. Each fall semester, the Graduate School notifies department chairs of the graduate faculty members whose membership terms will expire at the end of fall semester. These faculty members need to be re-nominated for continuing membership by the end of the fall semester. Faculty who expect to retire within three years of their membership expiration may simply notify the Graduate Dean of this circumstance, and they will receive an extension of their current membership status for that period of time. In addition, faculty members, whose work assignment no longer requires graduate faculty status, do not need to be reviewed or renewed.
III. Duties and Responsibilities

A. GRADUATE DEAN – The Graduate Dean is responsible for the overall operation of the Graduate School. Duties in this position shall include (a) leadership in the development of all graduate programs, (b) development of resources for the conduct of graduate programs, (c) representation of faculty interests in graduate programs to the central administration, and (d) involvement in the development and promotion of research at the University.

Within the broad categories listed above, more specific items can be listed, but only a few specific things are listed in order not to restrict the Graduate Dean in actions necessary for the general welfare of graduate programs at this University.

Under the category of leadership in the development of all graduate programs, the Graduate Dean should be instrumental in the development of joint graduate programs between WSU and other higher learning institutions and in the development of interdisciplinary graduate programs. Academic reviews of both new and existing graduate programs and recommended actions on such programs to the central administration shall be initiated and conducted by the Graduate Dean.

A part of the responsibility of the Graduate Dean under the category of development of resources for the conduct of graduate programs is that of assessing the needs of such programs and the sources of support for them. The Graduate Dean shall have specific budgetary control of certain assistantship and fellowship monies as separate from regular teaching and research assistantship funds, in order to provide a mechanism for developing graduate programs. Such funds should be flexible and not committed indefinitely to certain programs.

The Graduate Dean shall take action on such matters as admission and dismissal of graduate students, approval of plans of study for graduate students, certifying completion of degree requirements, and exception and waiver requests of graduate students. Such records, forms, and minutes as necessary for the operation of the Graduate School shall be maintained. The Graduate Dean shall provide for the establishment and updating of procedures and regulations relating to the Graduate School. The Graduate Dean shall chair meetings of the Graduate Council and shall call a meeting of the Graduate Council at least once a month during the regular academic year.

The Graduate Dean shall take action on routine items such as (a) Graduate Faculty nominations, (b) course changes, (c) exceptions to current regulations, and (d) departmental degree requirements over and above the general Graduate School requirements. The Graduate Council shall review disapprovals on these matters made
by the Graduate Dean, if appeals are initiated.

The Graduate Dean may delegate any of the listed responsibilities.

Associate or Assistant Graduate Deans are responsible for assisting the Graduate Dean as determined by the Graduate Dean.

B. GRADUATE COUNCIL – The Graduate Council shall serve as an executive body of the Graduate Faculty in an advisory role to the Graduate Dean. In general, it shall concern itself with consideration of major policy items or major changes in graduate programs as are appropriate to the areas of responsibility defined for the Graduate Dean and exercise final review in cases involving disapprovals by the Graduate Dean, as described previously.

Actions of the Graduate Council shall constitute final recommendations to the Dean, except that the Council may choose, by a two-thirds vote, to place a motion before the Graduate Faculty.

The Graduate Council shall serve as a central agency whereby communication is established and maintained among the various areas of the University in matters pertaining to graduate affairs. The representatives on the Graduate Council shall disseminate information pertaining to graduate affairs from the Graduate Office. They shall also determine and present the views of their constituents (graduate faculty members, doctoral program faculty, and/or students) whom they represent to the other members of the Council and the Graduate Dean.

Specific functions of the Graduate Council include:

1. To review, evaluate, and recommend to the Graduate Faculty new graduate program proposals, major revisions in existing programs, and the deletion of existing degrees.
2. To review, evaluate, and recommend to the Graduate Faculty major regulations governing graduate students, graduate programs, and broad University policies and principles regarding graduate work.
3. To conduct review of graduate programs by evaluating the program self-studies generated by the departments, as part of the Board of Regents Program Review, and providing recommendations to the Graduate Dean concerning the quality of the programs.
4. To maintain effective liaison with departments participating in graduate programs, encourage the growth of interdisciplinary programs, and exercise central planning functions designed to promote programs of the highest quality.
5. To assist in designing and administering graduate programs.
6. To encourage student research/creative endeavor as part of their graduate education.
7. To provide input to the Graduate Dean on issues submitted to the Council by the Dean.

8. To receive and act upon such matters brought to it by its standing or ad hoc committees.

9. To develop the Graduate School categories for Graduate Faculty membership (with subsequent approval by the Graduate Faculty) and to provide necessary implementation interpretation of the eligibility qualifications and duties/responsibilities in each category.

10. To investigate and render judgment concerning any complaint about a Graduate Faculty that may lead to revocation of Graduate Faculty status or revocation of privileges. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

11. To serve as a committee on appeals if a graduate student is dissatisfied with direct administrative action taken by the Graduate Dean. In such cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

12. To serve as a committee on exceptions for student requests for exceptions to catalogue regulations when students are dissatisfied with the decision made by the Graduate Dean. In such cases, the judgment of the Council is final, and two-thirds vote of those present is needed to approve such judgment.

13. To serve as a committee on appeals for faculty members who are denied graduate faculty membership. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

14. To serve as a committee on appeals for program areas when appealing the Graduate Dean’s decisions on matters of course changes and degree requirements. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

The Graduate Council may authorize the appointment of committees to deal with various matters that are within its jurisdiction. At least one member of the Graduate Council will be on each committee. The Dean of the Graduate School appoints members to serve on these committees.

C. DOCTORAL PROGRAM SUB-COUNCIL – The Sub-Council is a standing committee of the Graduate Council and as such serves primarily as an advisory body. The functions of the committee include: (a) general advocacy of doctoral programs throughout the university community, (b) doctoral program reviews utilizing the present periodic graduate program review process, (c) review and approval of GF-2 status or specific co-chairing privilege for GF-1 or GF-3 faculty nominated from departments with doctoral programs [functioning in this case as the final decision-making body], (d) coordination with the Graduate Council on a regular basis with joint meetings as needed, (e) doctoral program exception requests as referred by the Graduate Dean, and (f) curricular matters pertaining to only doctoral programs.
D. ACADEMIC DEANS – The Academic Deans of Colleges offering graduate work shall have approval responsibility for items pertaining to programs, graduate faculty membership, personnel, or resources involved in such graduate activity within their college. Specific approval steps are indicated elsewhere in this document.

E. GRADUATE COORDINATORS – Graduate Coordinators are charged with the primary role of coordinating the policy and procedures of the Graduate School between their programs and the Graduate Office. Additionally, they are charged with monitoring the condition of the graduate program in their field, working with their departmental chair or other responsible administrator/committee in maintaining the quality and viability of their graduate program, serving as an agent of the Graduate Faculty in their area, and processing records of graduate students in their area. These items may include:

1. Admission recommendations,
2. Program advising and maintaining departmental student records,
3. Monitoring academic progress of students, including probation and dismissal recommendations,
4. Ensuring administration and reporting of general graduate program requirements, and
5. Program assessment.

F. GRADUATE FACULTY – The Graduate Faculty shall be charged with the operation of the various graduate programs of the University. The Graduate Faculty shall monitor offerings as to quality and appropriateness, advise and mentor students, teach courses, and initiate changes in graduate offerings.

Graduate Faculty may be called into session as a whole by the Graduate Dean, or by area of interest by the Graduate Dean or Academic Dean, as appropriate, in order to consider for academic approval matters within its responsibility (e.g., approval of new programs, major changes in existing programs, or major changes in the academic policies of the Graduate School.) At each meeting, parliamentary rules will be followed.

The University Graduate Faculty may meet at least once each academic semester. Additional meetings may be called by the Graduate Dean or by petition as described below. There shall be no less than fourteen (14) calendar days between date of notice and the date of the meeting. Issues submitted to a vote at a meeting of the Graduate Faculty shall be decided by majority vote of those present at the meeting who hold GF-1 or GF-2 membership on the Graduate Faculty.

Final vote on motions of major importance shall be by mail (or electronic) ballot after review and possible amendment at convened sessions of the Graduate Faculty. Issues submitted to the Graduate Faculty (those with GF-1 or GF-2 membership) by mail (or
electronic) ballot shall be decided by majority vote of those returning ballots.

Special meetings of the Graduate Faculty may be called by petition of 10 percent of the Graduate Faculty members holding GF-1 or GF-2 membership.

PART II – PROCEDURE FOR CHANGES

A. Procedure for Changes in the Graduate Faculty Bylaws

Approval for substantive changes, additions, or deletions to the Graduate Faculty Bylaws shall be submitted to the Graduate Faculty for vote. A two-thirds vote, of the GF-1 and GF-2 members of the Graduate Faculty who return the mail or electronic ballot, amends the Bylaws.
APPENDIX

Procedures for Granting of Graduate Faculty Membership

**Philosophy Underlying the Procedures:**
Graduate faculty develop curricula, teach graduate courses, guide student research, mentor graduate students, participate in the governance of graduate education, and determine criteria for Graduate Faculty membership.

Remaining current in one’s discipline is a special responsibility of faculty who teach at the graduate level. What constitutes a program of original work varies considerably from discipline to discipline. Quantity is not the sole criterion and may not even be a major criterion. However, periodic evidence that one's work has undergone independent peer review and is part of an ongoing scholarly agenda is expected. In some disciplines, graduate faculty are also expected to generate external funding through grants and contracts to support their research and scholarly activities as well as to support graduate students.

The research, scholarship, creativity, or performance of a member of the graduate faculty serves as a model and standard for graduate students. It thus provides one of the benchmarks for what constitutes the original and independent work in one’s discipline and is an essential component in high-quality graduate education.

Research productivity, scholarship, and creative activities are best evaluated by graduate faculty at the departmental/college level. The Graduate School and Graduate Council can best provide oversight and due process for faculty seeking grievances in this matter.

**Procedures:**

1. **DEPARTMENTAL/COLLEGE-LEVEL**
   1.1 Faculty seeking graduate faculty status
      1.1.1 Faculty (including chairs who are not defined as full-time administrators) who seek graduate faculty status for the first time, change in their current status, or who have completed their 6-year term and wish re-appointment are responsible for submitting a completed nomination form along with pertinent supporting information/documents to the department chair.
      1.1.2 Department chair will forward the candidate’s material to the Departmental/College Graduate Faculty Status Committee (see below) for consideration.
      1.1.3 After the appropriate faculty status committee has reviewed, it will
inform its recommendation to the chair who will send the nomination form (with supporting information/documents) to the Academic Dean with his/her own recommendation and signature.

1.2. Departmental/College Graduate Faculty Status Committee
   1.2.1 Each department/college should have a committee (minimum of three members) comprised of graduate faculty with GF-1 and/or GF-2 Graduate Faculty status and charged with the following responsibilities:
      1.2.1.1. Using the Graduate School’s graduate faculty status membership categories as a guideline, departmental or college committees will submit to the Graduate Dean, for approval, the criteria for each graduate faculty category reflective of their respective discipline. The criteria should clearly state in terms of quality and quantity what relevant activities warrant the granting of each graduate faculty status category based on discipline standards. In order to stay current, departments/colleges will re-evaluate the criteria and submit them to the Graduate School every five years.
      1.2.1.2. Assess faculty who seek to have graduate faculty status (including re-appointment).
      1.2.1.3. In cases of a positive recommendation (majority vote), the nomination form and supporting information/documents are forwarded to their respective department chair or college dean.
   1.2.2. Faculty (including departmental chairs) whose material is under consideration cannot serve or vote on the departmental/college committee during consideration of the candidate’s material.

1.3. College Dean Level
   1.3.1. The College Dean has the right to request from the departmental/college committee additional justification in regards to the committee’s vote or candidate’s material.
   1.3.2. In the case of a positive vote by the College Dean, the completed nomination form and supporting information/documents are forwarded to the Graduate School.

2. GRADUATE DEAN AND GRADUATE COUNCIL-LEVEL
   2.1. Departmental/College Committee Criteria
      2.1.1. The Graduate School will forward the graduate faculty status membership categories to departmental/college committees indicating what constitutes the general standards for each graduate faculty status in relationship to graduate education, so they can establish discipline-specific criteria.
      2.1.2. The Graduate Dean has the responsibility to evaluate and approve the departmental/college committee’s criteria for each graduate faculty status.
      2.1.3. In cases where the Graduate Dean has disagreement with criteria established by the departmental/college committee, the Graduate Dean may return the criteria to the departmental/college committee for revision or further justification, and may also ask the Graduate Council
for their recommendation.

2.2. Processing of Candidate’s Material: Graduate School Level

2.2.1. The Graduate School will maintain records of current graduate faculty, including their status category and date of term completion.

2.2.2. Each fall semester, the Graduate School will notify graduate faculty members (and their respective department chairs) whose terms will expire at the end of the fall semester. Review/renewal would then occur at the departmental/college level by the end of the fall semester. In addition, the Graduate School will notify the chairs to nominate newly hired faculty if they wish them to have graduate faculty status.

2.2.3. Once the nomination form is received by the Graduate School, the Graduate School Dean may elect to confirm or deny the requested graduate faculty status. The Graduate School Dean may also forward the candidate’s material to the Graduate Council for further discussion and recommendation. The Graduate School Dean informs the faculty member and department chair as to the final decision made regarding the granting of status.

2.2.4. Faculty seeking GF-2 status or the privilege of co-chairing dissertation committee while in GF-1 or GF-3 status will have their material forwarded by the Graduate School Dean to the Doctoral Sub-council for consideration and recommendation before the Graduate School Dean makes a final decision.

3. FACULTY DUE PROCESS

3.1 Each level of review should occur in a timely manner.

3.2 When a negative recommendation is made (at any recommendation level), the denied recommendation form (which includes the justification for denial) is returned to the candidate (including the candidate’s materials), and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.

3.3 Recommendations at all levels are based on a judgment of whether the faculty member meets the criteria set by the particular department or college.

3.4 Faculty who receive a negative decision from the departmental or college committee, college dean, or Graduate School Dean may petition the Graduate School Dean to have their material reviewed by the Graduate Council.

3.5 As part of their petition, faculty may elect to write a rebuttal to the vote justification of the departmental/college committee, college dean, or Graduate School Dean and may include additional material in support of their grievance.

4. EXPEDITED REVIEW

The process just outlined will occur when requesting graduate faculty status in the categories of GF-1, GF-2 and GF-3 membership. Requests for GF-4 membership will occur with an expedited review that involves the department chair submitting directly to the Graduate Dean a recommendation (on the nomination form) and the individual’s supporting information/documents.
Approved by Graduate Faculty: (via mail ballot) December 2003, May 2005
Update to College of Education Representation: Fall 2005, Spring 2008
Update to College of Business Representation: Spring 2008
Approved by Graduate Faculty of Graduate Faculty Categories, Section 5.12 of Policies & Procedures Manual: (via ballot) Spring 2014 & Approved by President in Summer 2014
Update by Graduate Council to reflect Section 5.12 changes (approved as above) and minor simplifications: September 2014