

Procedure Number:256	Effective Date: 10 October 2016
Title: Graduate Studies Council	Revised: 11 June 2018, 2 August 2024, 21 May 2025
Approval Date: 10 October 2016	President's Signature: On File

- I. **PURPOSE OF THE COUNCIL:** The Graduate Studies Council shares information about mutual problems for the purpose of effecting solutions; works cooperatively with administrators, faculty, and students; makes formal recommendations when necessary in any and all areas of campus and academic life relative to graduate education to the appropriate person or body including but not limited to the President, Provost, and Faculty Senate. Promotes graduate student culture at West Liberty University by providing consultation on resources, services, events, policies and procedures. Serves as a general oversight and consultation body for graduate programs. II.
- II. **COMPOSITION:** The voting members of the Graduate Studies Council shall be the Deans of academic colleges and schools with graduate programs, one faculty representative from each graduate program, who may be the Program Dean or Coordinator, and one graduate student selected by the Topper Association of Graduate Students. The Provost and Director of Graduate Studies will be nonvoting, ex officio members.
- III. **FUNCTIONS:**
 - A. Approves graduate curriculum, including proposals for new graduate programs and curricular changes to existing graduate programs.
 - B. Oversees recurring reviews of graduate faculty qualifications in accordance with policy. While the appropriate academic administrators approve graduate faculty at the time of hiring, a regular review of graduate faculty status will be conducted on a schedule established by the Council.
 - C. May propose new policy or revision to any existing policy related to graduate programs through the Provost.
 - D. Reviews program review reports for graduate programs and may make recommendations related to these.
 - E. Provides annual budget and planning recommendations related to graduate education per WLU Procedure 10.
 - F. Reviews and approves outside thesis and dissertation committee members for graduate programs.
- IV. **MEETINGS:**
 - A. Meetings will be held monthly during the academic year. Special meetings may be called by the Provost. Notice of all meetings will be given at least seven (7) business days in advance to all members of the Council.
 - B. Meetings will be Chaired by the Provost or Director of Graduate Studies.
 - C. A quorum of the Council shall consist of a majority of the voting members. A majority vote of those members present will constitute a deciding and official

vote of the Council. Tie votes will be regarded as a failure of the motion. Proxy votes are not permitted.

- D. Electronic participation in meetings is permitted so long as the technology in use allows for simultaneous aural communication among all in attendance.
- E. The Council shall operate by all pertinent rules contained in Robert's Rules of Order.
- F. Agendas and minutes of the meetings of the Council shall be made available to all members of the Council.