**The Graduate Studies Committee**

The Graduate Studies Committee (GSC) is a standing committee of the Faculty Council. As described in the Faculty Council By-laws, the responsibility of the GSC is to:

“Develop policy recommendations on matters relating to graduate studies within the University, including:

* a. Policies governing the establishment, modification and termination of all graduate programs, including cooperative graduate programs with other colleges and universities;
* b. Policies governing graduate student admission, financial aid, and graduation;
* c. The qualifications required for faculty participation in graduate programs, including the direction of theses and dissertations; and
* d. If not covered by other grievance procedures the development of a system designed to resolve such differences as may arise between graduate students and members of the faculty.

Examine proposals of graduate programs and courses to ensure adherence to University policies and make recommendations to the Council concerning their adoption:”

The Graduate Studies Committee meets on the first Tuesday of the month from September through June. The deadline for proposals going to the GSC is eight (8) days before the meeting. This is not a guarantee that the proposal will be reviewed at that meeting. The progress of all proposals can be seen on the GSC database (GSC DB), which is located on Xythos under GSC. For information and/or assistance with your governance approval, contact your college representative on the Graduate Studies Committee and/or Associate Dean Rita Nethersole.

**Seeking Graduate Governance Approval**

Graduate governance goes from the department through collegiate governance and dean, to the Graduate Studies Committee, graduate dean and then to the Faculty Council and Provost/Chancellor. Please allow a sufficient amount of time for this. For courses, if you need to offer the course as a Special Topics course in the interim, please sign and submit a Special Topics Form and syllabus.

**What needs Governance Approval?**

1. New Courses
2. New Programs – degrees, tracks, certificates, concentrations; note that new degree programs require the approval of the UMass President’s Office and the Board of Higher Education (BHE)
3. Course changes – changes in number, title, description, pre-requisites, credits, cross-listing, etc.. Remember that the course catalog comes directly from WISER; any course change that you want in the catalog must go through governance to go into WISER
4. Program Changes – requirements, courses, credits, etc.. Any changes that would affect the degree audit should go through governance.
5. Policy Changes

**Graduate governance Step-by-Step**

New course or course change

1. Complete The One Form and sign
2. Complete a syllabus. It is recommended that you use the GSC syllabus template. For a new course that is part of a new program, you must use the template
3. Submit both to your collegiate governance which will submit signed proposals to the GSC
4. You may be contacted to explain your proposal at a GSC meeting, or to make necessary changes; when approved by GSC, it will be sent to the FC for approval
5. You will receive notice of the final approval of your proposal, that approval will also be sent to the Registrar and to WISER to be include in the course catalog

New program or program change

1. Complete an APCA Form and sign
2. Complete a summary of the new program or change
3. Submit both to your collegiate governance which will submit the signed proposals to the GSC
4. You may be contacted to explain your proposal at a GSC meeting or to make necessary changes; when approved by GSC, it will be sent to the FC for approval
5. You will receive notice of the final approval of your proposal, that approval will also be sent to the Registrar and to WISER to be include in the catalog

**Forms for Governance**

1. For new courses and changes in Courses – submit **The One Form** and the course syllabus. It is recommended that for new courses, you use the syllabus template. All new courses that are part of a new degree program **must** use the syllabus template. Please submit the approved One Form, the syllabus and a scanned copy of the signature page. The One Form and syllabus should be submitted in Word document format, with a clear file name (AMST 600 Syllabus, BUSADM 705 One Form, EDC G 608 Supplemental, for example). The signature sheets should be in pdf format with a clear title (PHYSIC 750 sig sheet, SOCIOL 765 sig sheet, for example)
2. For new programs and changes in Programs – use **The Academic Program Change Approval Form** (APCA) and any necessary additional materials. Please submit the scanned, signed APCA form and additional materials. The materials should be submitted in Word document format, and the ACPA as a pdf.

Links

1. The One Form
2. The APCA form
3. The Special Topics Form
4. The GSC Syllabus Template
5. List of the GSC members
6. Link to GSC DB