

GACproceduresresponse

Jim and Jim:

There are few written GAC *procedural* documents to share, other than the section of the Senate Charter defining the GAC responsibilities:

http://www.albany.edu/avail/files/2015-16_Charter_of_the_University_Senate_-_with_2014_and_2015_amendment_changes-YG.doc

X.4. GRADUATE ACADEMIC COUNCIL

X.4.1. Composition:

X.4.1.1. The Vice Provost and Dean of Graduate Education or designee, *ex officio* [title changed by amendment 04/27/15]

X.4.1.2. At least six but not more than eight Teaching Faculty (two of whom must be Senators and one must be a member of the library staff), representing a balance of disciplinary areas.

X.4.1.3. One Professional Faculty member

X.4.1.4. At least one but not more than three graduate student(s) (one must be a Senator)

X.4.1.5. No more than one undergraduate student

X.4.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.4.2. The staff support person for the Council shall be a designee of the Dean of Graduate Education. [title changed by amendment 04/27/15]

X.4.3. The Council shall have the responsibility for the conduct of the University's graduate educational program.

X.4.4. The Council as a whole shall review all proposals for new graduate programs. It shall submit recommended program approvals to the University Senate for consideration.

X.4.5. The Council as a whole shall review proposals that would affect the continuation of graduate programs

X.4.5.1. It shall consider assessment reports pertaining to graduate programs including those from the Council on Academic Assessment and shall recommend changes it deems desirable.

X.4.5.2. After due consideration, the Council may bring a recommendation to suspend or discontinue of a program to the Senate.

X.4.6. The Council, through its **Committee on Curriculum and Instruction**, shall have responsibility for the graduate academic curriculum. The committee shall have no more than eight members and shall include at least five Teaching Faculty, at least two of whom are on the Council.

X.4.6.1. The committee shall consider all revisions to existing graduate degree programs and shall submit all recommended changes to the Council for final approval.

X.4.6.2. New graduate courses and changes to existing graduate courses receive final approval from the schools and colleges, subject to appropriate notification, but the Graduate Academic Council shall have the power to review new courses and changes to existing courses and require reconsideration by the schools and colleges. Notification should be made to the Graduate Academic Council, to the Office of the Dean of Graduate Education, [title changed by

amendment 04/27/15] the Office of the Vice President or Dean of the affected college or school, and to all other interested parties. [Section X. 4.6.2 revised by amendment 5/2/05]

X.4.6.2.1. Courses offered at the graduate level must be approved by the faculty of a school or college. An interdisciplinary or cross-listed graduate course may be proposed by more than one school or college. Such a course must be approved by the faculty of each sponsoring school or college.

X.4.6.2.2 A graduate course must remain the responsibility of at least one school or college during the course's lifetime.

X.4.6.2.3 Because Study Abroad programs are centrally approved by SUNY System Administration, requiring home campus registration regardless of the SUNY campus that is administering the program, they are *not* included under these provisions. (Sections X.4.6.2.1 through X.4.6.2.3 added by amendment, 02/09/09)

X.4.7. The Council, through its **Committee on Admissions and Academic Standing** shall establish criteria for determining academic standing and admissions policy and its application. The committee shall include no more than eight members, including at least five Teaching Faculty, at least two of whom are on the Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.4.7.1. It shall review changes to standards and procedures for admission to graduate study recommended by the schools, colleges, and departments.

X.4.7.2. It shall review changes in standards and procedures for admission to candidacy for graduate degrees recommended by schools, colleges, and departments.

X.4.7.3. It shall review such actions of the Dean of Graduate Education [title changed by amendment 04/27/15] or of school deans and department chairs dealing with academic standing or academic grievances as are brought before it by any interested party.

X.4.7.4. The committee shall submit all recommended changes and actions to the Council for final approval.

X.4.8. The Council, through its **Committee on Educational Policy and Procedure** shall provide recommendations on policies concerning the administration and the conduct of graduate programs. The committee shall consist of no more than eight members, including at least five Teaching Faculty, at least two of whom are on the Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.4.8.1. The committee shall recommend to the Council such graduate academic regulations as it deems necessary.

X.4.8.2. The committee shall insure and review procedures for individual student academic grievances at school and college levels.

X.4.8.3. The committee shall submit all recommendations to the Council for approval. Policy changes are then brought to the Senate for consideration if approved by the Council.

As regards consideration of petitions considered by the GAC Committee on Admissions & Academic Standing, I can provide three procedural references:

http://www.albany.edu/graduatebulletin/requirements_degree.htm#academic_grievance

Procedures for Resolving Academic Grievances

Students who seek to challenge an academic grade or evaluation of their work in a course or seminar, or in research or another educational activity may request a review of the evaluation by filing an academic grievance.

The Graduate Academic Council (GAC) and the Undergraduate Academic Council (UAC), through the work of their respective Committees on Admission and Academic Standing (CAAS) are responsible for insuring that approved procedures exist within the schools, colleges, departments (if applicable) and programs of the University for students to file academic grievances. Copies of established grievance procedures shall be filed by each academic unit with the Offices of the Dean of Graduate Education and the Dean of Undergraduate Education and available to students at each school/college dean's office.

It is expected that the grounds upon which an academic grievance may be based should be clearly identified. Such grounds may include variance from University grading standards/policies, grade calculation inconsistencies with that announced in published course syllabi, procedural abnormalities, or other factors that are alleged to have denied the student a fair evaluation. It is not expected that grievances will propose that the professional obligation of faculty to fairly evaluate academic material within their field of expertise will be supplanted by alternate means without procedural cause.

A student who seeks to dispute a grade or evaluation must initially pursue the matter directly with the faculty member involved. If not satisfactorily resolved directly with the faculty member, a written grievance may be filed with the program/department, or directly with school/college for units that are not departmentalized.

Should the grievance not be satisfactorily resolved at this initial level of review, students may pursue further consideration of the grievance at the next organizational level until such time as the grievance is considered at the University level by the GAC or UAC CAAS, as appropriate. Action on an academic grievance by the appropriate CAAS, upon acceptance by the GAC or UAC, as appropriate, is final and not subject to further formal review within the University. Only at this final level of grievance determination by the CAAS may a grade or other such evaluation be changed against the will of the faculty member(s) involved. In such rare cases, the Chair of the GAC or UAC, or its respective CAAS, as appropriate, may consult at his/her discretion with departmental faculty and/or appropriate scholars to determine an appropriate grade and authorize its recording by the Registrar.

In reviewing an academic grievance, the CAAS will consider the formal written petition from the student and corresponding written response/comment from the faculty, along with all records of consideration of the matter at prior levels of review. Although rare, the CAAS reserves the right to conduct a hearing with all parties present or it may decide to meet with each party separately. The nature and number of the representatives attending any such meeting will be at the discretion of the CAAS. These procedures adopted are those which the University believes will provide all parties involved the opportunity to present complete and factual information as necessary for the CAAS to render a fair decision.

http://www.albany.edu/graduatebulletin/requirements_degree.htm#academic_standards

Graduate students who are not in good standing academically and who have been denied the privilege of further study on those grounds may petition the Graduate Academic Council for reinstatement provided extenuating circumstances were involved which, in their opinion, warrant review.

http://www.albany.edu/graduatebulletin/requirements_degree.htm#reinstatement

Reinstatement

A graduate student whose authorization to register for further study has been terminated officially by the Dean of Graduate Education and who seeks reinstatement should submit a formal request for reinstatement along with a supporting statement to the Dean of Graduate Education.

The Dean of Graduate Studies will refer such a request to the Graduate Academic Council and its Committee on Admissions and Academic Standing for review and action.

The processes for consideration of academic program and curricular proposals, involving GAC acting as a committee of the whole or upon the recommendation of its Committee on Curriculum & Instruction, are defined in a series of web pages beginning at:

<http://www.albany.edu/graduate/program-development-procedures.php>

Hope this info is helpful.

Jon

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