STATEMENT ON PHILOSOPHY, OPERATIONS AND PROCEDURES OF THE GRADUATE PROGRAM

The following policy statement, recommended by the Academic Senate at its meeting of May 11, 1978, and approved by the President on May 14, 1978, is as follows:

I. STATEMENT OF PHILOSOPHY

Master's Degree programs at California State University, Long Beach are designed to increase student knowledge and understanding, to inspire critical thinking, to encourage originality and objectivity in the quest for knowledge and truth, and to develop the capacity to meet dynamic changes within the profession. Based upon appropriate preparation at the undergraduate level as determined by individual departments or schools, Master's Degree programs should develop both a higher legal of independent critical analysis and a higher degree of concentrations than is required at the undergraduate level.

Predicated on the belief that department faculty within each school are capable of most effectively ascertaining whether or not prerequisites for graduate study have been fulfilled, approval of advancement candidacy for graduate students shall be delegated to the Dean of each School and/or his designees when the School accepts accountability for the degree program.

Quality graduate programs are contingent upon maintenance of smooth articulation and efficiency at all levels. In brief, policies and procedures governing graduate programs are established by the Graduate Council; the Dean of Graduate Studies is responsible for their administration; the School Graduate Directors provide essential liaison between the Dean of Graduate Studies and the individual schools through close cooperation with Department Advisers.

II. ROLE OF THE ADMISSIONS AND RECORDS OFFICE

In accordance with the established policy of the University, matriculation is required of all graduate students. With respect to the graduate programs of the University, the role of the Admissions and Records Office encompasses:

Certification to the University and to the School or Department to which application has been made whether or not the applicant has been granted a valid bachelor's degree from an accredited college or university.
Cooperation with Departments and Schools to insure effective implementation of their individual admission policies and procedures.

Effecting University admission policies related to graduate students who have not specified degree objectives, as well as candidates pursuing credential programs.

Evaluation of transcripts for students who have matriculated from an accredited four-year institution in time to be of value to the appropriate department, otherwise the function and concomitant budget support to be delegated to the accountable School.

Determination by graduation check that each candidate has met University requirements and has been certified and recommended by both Department and School which will grant the degree.

Final clearance and recording of Master's Degree on permanent records.

III. ROLE OF THE DEPARTMENT OR SCHOOL

Within the general policies and procedures established by the Graduate Council, Departments and Schools have, as a result of the assumption of accountability and attendant responsibility for their degree curricula and programs, the authority to establish a graduate faculty, to admit students to graduate study in their disciplines, to establish standards for probation and disqualification, and to advance students to candidacy.

Therefore, certification to the Vice President for Academic Affairs and the Registrar for the University that a student has met Departmental, School, and University requirements for a Master's Degree in the School to which application was made--and thereby is qualified to be graduated--is the responsibility of the Dean of the School.

If administrative accountability and responsibility for curricular decisions are assumed by the Schools, they may then delegate academic responsibilities to the Departments. When academic responsibility lies within individual discipline, the maintenance and improvement of academic excellence will be effected by each Department through established channels. Should a School not wish to assume accountability, the Dean of Graduate Studies shall continue to exercise the authority to approve advancement to candidacy for that particular School.

Satisfaction of the following criteria comprises Departmental or School acceptance of accountability for their respective degree programs:

Establishment of and adherence to standards and procedures for admission of candidates to the degree program.

Selection of and adherence to standards for evaluation of the adequacy of academic backgrounds of applicants, including course equivalency and fulfillment of prerequisites.
Maintenance of curricular excellence within the discipline's degree program through continual reassessment and updating to meet clamant needs as they arise.

Organization and maintenance of a complete, current file on each graduate student in order to provide substantiation for admission to the program, degree progress to date, justification for advancement to candidacy, and evidence of qualification for graduation.

Institution of and adherence to viable stands and procedures for advancement to candidacy which assure study plans for candidates which are acceptable to the faculty of the academic discipline and will, therefore, insure ultimate certification as to quality and excellence of degree.

Establishment of and adherence to procedures designed for effective evaluation of each student, certification that all requirements for Master's degree within the specific discipline have been met and recommendation that California State University, Long Beach grant the degree.

Publication of graduate handbook.

IV. ROLE OF THE GRADUATE DEAN

Operating under general, institutional policies and guidelines, the role of the Graduate Dean is primarily administrative in nature. In this role he/she works, in close cooperation with School Directors and Department Advisers, as well as other administrators, to assist the Graduate Council in the formulation of general institutional policy directly related to the graduate programs offered at the University.

Within his/her role of general supervision, the Graduate Dean recommends certification of graduate programs; acts as liaison among Deans of Schools offering graduate programs, and encourages effective articulation between the Graduate Council and the Schools.

In addition to offering assistance to faculty of Schools desirous of developing new degree programs, and/or revising existing ones, the Graduate Dean in conjunction with the Graduate Council shall be involved with periodic review of Master's Degree programs. If failure to adhere to any policy is brought to the Graduate Dean's attention, he/she after consultation with the Graduate Council, shall apprise both the Dean and the Graduate Director of the involved School who will be responsible for investigation and correction.

Consistency in holding students to established degree requirements, as well as provision for clear, logical explanations by appropriate faculty and/or the School Director when exceptions are granted, are among important, but are not the only, criteria which may be used in degree program reviews by both the Graduate Dean and the Graduate Council. Departments and Schools should consciously avoid cause for criticism on these grounds. Student accountability for completion of requirements for the Master's Degree shall be within the purview of the appropriate Department and School. The Graduate Dean is charged with implementation of administrative policy
formulated by the Graduate Council with respect to the overall evaluation of academic standards of the Schools and in the nature of general supervision.

If Departments or Schools do not wish to accept administrative responsibility for their degree programs—as contrasted with curriculum and counseling—the Graduate Dean will provide supervisory and administrative services necessary to assure excellence of those degree programs. He will, in these circumstances assume the functions and accountability usually assigned to the Departments or Schools.

V. ROLE OF THE GRADUATE COUNCIL
To establish, implement, and maintain policies and procedures governing graduate degree programs is the primary purpose of the Graduate Council; therefore, initial authority to approve or disapprove all new graduate programs or options at California State University, Long Beach is within its purview. Review by the Graduate Council may include any aspect of the degree program deemed essential to the achievement and preservation of academic excellence throughout the University.

Supervision of graduate degree programs is effected completely by individual Schools and Departments, this authority being delegated by the Graduate Council, contingent upon satisfaction of the criteria established for accountability.

Upon its own initiative or upon the recommendation of the Graduate Dean, the Graduate Council may review the supervisory performances of each Department and/or School, as well as the function of curriculum development. To assure the University of sustained academic excellence and optimum learning environment, review by the Graduate Council may include any or all aspects of the degree programs. Review may include, but is not limited to, such factors as comparison with related degree-programs in effect at leading universities, accreditation by an appropriate accrediting agency, investigation of innovative curricular attempts, degree of success of graduates of the particular program, and intellectual stimulation and motivation generated within the School.

Any Department or School whose degree program is under review will be afforded the opportunity to present evidence in its own support. Following a thorough review, should the Department or School be unable to convince the Graduate Council that approval of the degree should be sustained, the Council may proceed with the following actions:

- Apprise the Department or School in writing that evidence of inadequacies in their degree program appear to exist and specify a date on which a subsequent review will be held.

- If a second review fails to indicate amelioration—or satisfactory progress toward amelioration—of the designated inadequacies, place the Department or School on probation with suggestions for corrective actions to be taken concerning its degree program, specifying a date on which a subsequent review will be held.

- If correction is not forthcoming during the probationary period, recommend as a final alternative that the administration of the University remove the degree
program from the catalogs and discontinue granting the degree, allowing adequate time for those students currently enrolled in the program to complete their degrees.

VI. SUMMARY OF PHILOSOPHY

To summarize, the role of the Office of Admissions and Records combines matriculation processes and responsibilities attendant to the final check of graduate records; the Departmental and/or School roles center around advancement to candidacy, program planning, curriculum development, and recommendations for graduation; the role of the Graduate Dean is one of policy administration; and the role of the Graduate Council is the establishment and maintenance of policies and procedures governing degree programs.

Effective: Immediately

DEG: bjp
7/5/78