

POLICY STATEMENT APPROVED

GRADUATE PROGRAM - PHILOSOPHY, OPERATION AND PROCEDURES

I. STATEMENT OF PHILOSOPHY

*superseded by 78-38*

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

Predicated on the belief that departmental faculty within each school are capable of most effectively ascertaining whether or not prerequisites for graduate study have been fulfilled, approval of advancement to 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 Coordinators provide essential liaison between the Dean of Graduate Studies, and the individual Schools through close cooperation with Departmental Coordinators.

II. ROLE OF THE ADMISSIONS AND RECORDS OFFICE

In accordance with the established policy of the college, all graduate students are required to be matriculated. With respect to the graduate programs of the College, the role of the Admissions and Records Office encompasses:

- Certification to the College 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 College 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.

*Included in JH-82*

- . Determination by graduation check that each candidate has met College 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.
- . Provision of repository for student records from all Schools and Departments within the College.

### 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 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 Academic Vice President and the Registrar of the College that a student has met Departmental, School, and College 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 the 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 current needs as they arise

- # THE END OF THE GROUND ZERO

Within his role of general supervision, the Graduate Dean recommends certification of graduate programs; acts as liaison among Deans of Schools offering graduate programs, ~~xxxxxx~~ 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 will periodically review the degree programs of Departments and Schools. If failure to adhere to any policy, the administration of which is within his purview, is brought to the Graduate Dean's attention, he shall apprise both the Dean and the Graduate Coordinator of the involved School who will be responsible for investigation and correction. The review by the Graduate Dean may include any aspect of the degree program deemed essential to the achievement and preservation of academic excellence throughout the college. When necessary, he may recommend further review of a specific program by the Graduate Council.

Consistency in holding students to established degree requirements, as well as provision of clear, logical explanations by appropriate faculty and/or the School Coordinator 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. Although the Graduate Dean is charged with implementation of administrative policy formulated by the Graduate Council, it is 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 constituted 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 and maintain policies and procedures governing graduate degree programs is the primary purpose of the Graduate Council; therefore, authority to approve or disapprove all new graduate programs or options at California State College at Long Beach is within its purview.

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 College 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 which is designated as inadequate is afforded the opportunity to present evidence in its own defense. 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 College 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

#### 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 role centers 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 establishment and maintenance of policies and procedures governing degree programs constitutes the role of the Graduate Council.

Dr. Dorothy L. Florida, Chairman  
 Dr. Robert Holmes  
 Dr. Dorothy Scillet

Approved by Action of the Academic Senate 5/15/70.

Approved by the President of the College 6/19/70;

Included in the General Information Section of the Faculty Handbook.

## GENERAL INFORMATION

## FACULTY HANDBOOK

*Graduate Program--Philosophy, Operations and Procedures for*

## I. STATEMENT OF PHILOSOPHY

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Predicated on the belief that departmental faculty within each school are capable of most effectively ascertaining whether or not prerequisites for graduate study have been fulfilled, approval of advancement to 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 Coordinators provide essential liaison between the Dean of Graduate Studies, and the individual Schools through close cooperation with Departmental Coordinators.

## II. ROLE OF THE ADMISSIONS AND RECORDS OFFICE

In accordance with the established policy of the college, all graduate students are required to be matriculated. With respect to the graduate programs of the College, the role of the Admissions and Records Office encompasses:

Certification to the College 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 College 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

*Graduate Program--Philosophy, etc. (continued)*

Determination by graduation check that each candidate has met College 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

Provision of repository for student records from all Schools and Departments within the College

### 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 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 Academic Vice President and the Registrar of the College that a student has met Departmental, School, and College 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 the 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

## GENERAL INFORMATION

## FACULTY HANDBOOK

### *Graduate Program--Philosophy, etc. (continued)*

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 standards 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 the Master's degree within the specific discipline have been met and recommendation that California State College, Long Beach grant the degree

Publication of a graduate handbook

## IV. ROLE OF THE GRADUATE DEAN

Operating under general, institutional policies and guidelines, the role of the Graduate Dean is administrative in nature. In this role he works in close cooperation with School and Department Coordinators, 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 College.

Within his 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 will periodically review the degree programs of Departments and Schools. If failure to adhere to any policy, the administration of which is within his purview, is brought to the Graduate Dean's attention, he shall apprise both the Dean and the Graduate Coordinator of the involved School who will be responsible for investigation and correction. The review by the Graduate Dean may include any aspect of the degree program deemed essential to the achievement and preservation of academic excellence throughout the college. When necessary, he may recommend further review of a specific program by the Graduate Council.



*Graduate Program--Philosophy, etc. (continued)*

Consistency in holding students to established degree requirements, as well as provision of clear, logical explanations by appropriate faculty and/or the School Coordinator 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. Although the Graduate Dean is charged with implementation of administrative policy formulated by the Graduate Council, it is 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 and maintain policies and procedures governing graduate degree programs is the primary purpose of the Graduate Council; therefore, authority to approve or disapprove all new graduate programs or options at California State College, Long Beach is within its purview.

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 College 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

*Graduate Program--Philosophy, etc. (continued)*

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 College 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

## 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 role centers 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 establishment and maintenance of policies and procedures governing degree programs constitutes the role of the Graduate Council.

(AS (GC) 70-24)