

University of Nebraska

GRADUATE COLLEGE

Bylaws and Policies

Approved by the University of Nebraska Graduate Faculty, May 5, 2025

Presented to the Board of Regents, June 19, 2025

[AY 2025-2026 Version]

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2025-2026 Executive Graduate Council

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I. GENERAL ORGANIZATION OF THE GRADUATE COLLEGE ¹

- A. There shall be a single University-wide Graduate College with a single University-wide graduate faculty, having the authority and responsibilities designated in [Section II, THE GRADUATE FACULTY](#).
- B. Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in an Executive Graduate Council. The authority and responsibilities of the Council are designated in [Section III, THE EXECUTIVE GRADUATE COUNCIL](#).
- C. The Dean of the Graduate College shall be the University-wide executive officer for graduate studies and research. The Dean shall coordinate graduate programs among the respective campus units. The Dean, or the Dean's designee, shall serve as the presiding officer of the University-wide Graduate Faculty and Councils thereof. The Dean shall recommend appointment to or removal from the Graduate Faculty and shall be administratively responsible for the welfare of the Graduate College and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies and research. The Office of the Executive Vice President and Provost shall be the clerical center and clearing house for all official communications between the Executive Graduate Council, and the faculty, administrators, and external agencies.
- D. Campus Deans for Graduate Studies shall be administratively responsible to their respective Chancellors, and to the Dean of the Graduate College in their capacities as officers of the College. Campus Deans shall act as liaison officers between the Chancellors and the Dean of the Graduate College, preside over the meetings of their campus Graduate Councils and campus Graduate Faculties, and administer their respective campus graduate programs.
- E. The Executive Vice President and Provost, after the President, is the University's ranking academic and administrative officer and retains such responsibility for all academic programs. The Provost also serves as the Dean of the University-wide Graduate College; however, the College does not have administrative responsibility for Professional Post-Baccalaureate credentials, or the faculty's instructional eligibility (approval to teach) in such programs, except where coursework would normally be taken by those seeking Graduate Degrees (Credentials) offered by the University of Nebraska Graduate College. Professional Post-Baccalaureate Credentials are listed in [APPENDIX 1](#); all other post-baccalaureate credentials are offered by the Graduate College. Identification of new Professional Post-Baccalaureate Credentials must follow the rules and guidance outlined in [RELATED POLICY DOCUMENTS I.A.2](#) of these Bylaws and Policies. Campuses may choose the administrative home for any Professional degrees, including Graduate Studies Offices.
- F. Under authority delegated to them by the Executive Graduate Council, the Graduate Faculty of each campus shall conduct the affairs of the Graduate College which are specific to their campus, including electing or determining the membership and composition² of a campus Graduate Council to act on behalf of the campus Graduate Faculty. Actions of a campus Graduate Faculty or a campus Graduate Council shall not supersede the authority of the University-wide Graduate Faculty or of the Executive Graduate Council.

¹ Document History: Amendments approved by the Executive Graduate Council April 25, 2018, October 26, 2022, March 28, 2025; approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018, November 18, 2022, May 5, 2025; and presented to the Board of Regents on June 28, 2018, December 2, 2022, June 19, 2025.

² See the campus-specific sections for details.

II. THE GRADUATE FACULTY³

A. Authority and Responsibilities

The authority and responsibilities of the Graduate Faculty shall include adoption of attendance rules, determination of requirements for graduation in all Graduate College programs, recommendations of candidates therefore, developing research and extension programs, discipline of students in accordance with the NU Student Code of Conduct, and providing to the Board of Regents recommended admission requirements, courses of study, and other relevant material for meeting statutory requirements.

B. Membership Types, Responsibilities, and Privileges

1. **Graduate Faculty.** The Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, and chair or serve as voting members on examining committees and supervisory committees. In general, these responsibilities extend to both Master's and Doctoral programs, however, Graduate Programs may have additional written criteria, approved by the campus Dean for Graduate Studies, for participation on doctoral (Ph.D., Ed.D., etc.) supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental⁴ area program and the ability to chair and serve on Graduate Committees. Graduate Faculty status is not required to teach graduate courses that are solely part of a Post- Baccalaureate Professional Credential or when a specific graduate-level course has learning outcomes, deemed by the applicable Program and confirmed by the campus' Dean of Graduate Studies, to primarily focus on educating students in the practice of a given profession or discipline.
2. **Graduate Faculty Associate.** Graduate Faculty Associate status is primarily designed to provide an opportunity for faculty to contribute towards the education of graduate students in their discipline, while they simultaneously develop the credentials to become eligible for Graduate Faculty status. In addition, Associate status is appropriate for faculty whose professional background or assigned instructional responsibilities are such that their contribution towards graduate education is highly valued, but they are otherwise not likely to seek or be eligible for Graduate Faculty status.

Graduate Faculty Associates may teach graduate courses, direct master's theses, serve on or chair masters examining committees, and serve as voting members on doctoral examining and supervisory committees. Graduate Faculty Associates may not chair or co-chair a doctoral-level supervisory committee. Graduate Faculty Associates have no campus-wide or Graduate College voting privileges outside their examining committee and supervisory committee work. Graduate Faculty Associates may serve on Graduate Committees, so long as at least two-thirds of the Committee is Graduate Faculty.

- a. Graduate Faculty Associate status may be granted upon recommendation of the Graduate Faculty affiliated with a specific department or interdepartmental area and with approval by the campus Dean for Graduate Studies. Graduate Faculty Associate status is granted for a specific initial term, not to exceed a period of four years from the start of the staff member's faculty appointment or their proposed

³ Document History: Amendments approved by the Executive Graduate Council April 25, 2018, October 26, 2022, March 28, 2025; approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018, November 18, 2022, May 5, 2025; and presented to the Board of Regents on June 28, 2018, December 2, 2022, June 19, 2025.

⁴ Interdepartmental should be read to include interdisciplinary throughout the document.

involvement in a specific graduate program.

- b. Associate appointments may be renewed for additional terms of four years each, after obtaining a new recommendation of the Graduate Faculty affiliated with a specific department or interdepartmental area and with the approval by the campus Dean for Graduate Studies.
- c. Associates may be nominated or apply for membership of the Graduate Faculty at any time once the eligibility criteria are met; it is not necessary to wait until expiration of the four-year term. It is also not necessary to apply for membership to continue serving in an Associate capacity. See point b above.

Any waivers or extensions to these provisions must be approved by both the campus' Dean of Graduate Studies and the Dean of the Graduate College.

- 3. ***Emeriti Graduate Faculty.*** Upon the recommendation of the departmental/school or interdepartmental Graduate Committee, retired Graduate Faculty who have been appointed to emeritus status may retain some of the rights and privileges associated with their status as Graduate Faculty. Emeriti Faculty must be reappointed to the Graduate Faculty every four years by the departmental/school Graduate Committee and approved by the departmental/school Chair or Head and by the respective campus Dean for Graduate Studies. The rights and privileges retained include permission to teach graduate courses, to serve as non-voting members of Graduate Committees, and to co-chair supervisory committees with a resident Graduate Faculty member. Emeriti Faculty may serve as voting members on examining committees and supervisory committees. Emeriti Faculty have no campus-wide or Graduate College voting privileges outside their examining committee and supervisory committee work. Any compensation decision continues to reside with the department/school.

4. **Adjunct Faculty.**

Upon recommendation of the departmental/school or interdepartmental Graduate Committee, Adjunct Faculty previously holding Graduate Faculty status while employed by the University of Nebraska, may retain certain rights and privileges intended to aid in successful degree completion of University of Nebraska students previously under their formal mentorship. All Adjunct faculty with prior Graduate Faculty status must be reappointed to the Graduate Faculty every four years by the departmental/school Graduate Committee and approved by the departmental/school Chair or Head and by the respective campus Dean for Graduate Studies.

- a. Adjunct Faculty who retain Graduate Faculty status may teach graduate courses, serve as non-voting participants of Graduate Committees, and participate in supervisory committees. Such adjunct faculty, with the approval of the campus Dean of Graduate Studies, may serve as voting members on examining committees and supervisory committees, and/or co-chair a supervisory committee with a resident Graduate Faculty member. Adjunct Faculty have no campus-wide or Graduate College voting privileges outside their supervisory committee work.
- b. Adjunct Faculty engaged specifically to teach designated courses, those not previously employed by the University of Nebraska, former employees no longer holding Graduate Faculty status, or others participating as special members can participate in supervisory committees in an advisory role. Such adjunct faculty will have no voting privileges unless approval is granted by the campus Dean of Graduate Studies. Permission is required by the campus Dean of Graduate Studies to serve in this capacity.
- c. Any compensation decision continues to reside with the department/school.

C. Criteria for Membership of the Graduate Faculty

1. A faculty member nominated for appointment as a Graduate Faculty member must meet the following minimum requirements:
 - a. Hold the rank of Senior Lecturer (or instructor at UNMC), Assistant Professor or above⁵;
 - b. Hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Committee of the nominee's department/school or interdepartmental area;
 - c. Be actively involved in scholarly activity and/or graduate teaching as part of their regular duties; and
 - d. Have demonstrated clear evidence of continuing research/creative activity and potential in the discipline. Such research/creative activity should be of a quality that would be recognized nationally within the discipline and may include the creation of new knowledge or innovative application of existing knowledge.

D. Procedures for Appointment

1. Appointment as Graduate Faculty without Application

- a. All new University of Nebraska faculty members who meet the required criteria as specified in [C](#), and are to be appointed to specific term, health professions or continuous appointments in academic departments/schools that house a graduate degree-granting program (masters, doctoral, or both) will automatically be appointed as Graduate Faculty. New faculty in this category shall be designated as Graduate Faculty in their letter of appointment at the time of hire, contingent upon the approval of the campus Dean for Graduate Studies.
- b. New faculty members in academic departments/schools that do not house a graduate degree-granting program, but whose responsibilities will include substantial participation in a well-defined multi-disciplinary graduate degree program, may be automatically appointed as Graduate Faculty without application. For automatic appointment, new faculty in this category who meet the criteria as specified in [C](#) may be designated as Graduate Faculty in their letter of appointment at the time of hire, contingent upon the approval of the campus Dean for Graduate Studies. If not specified at time of hire, the application process must be followed.

2. Faculty Who Must Apply to be Designated Graduate Faculty

- a. With the exception of new faculty appointed as Graduate Faculty without application under Section D.1, all University of Nebraska faculty members in academic departments/schools that currently do not house a graduate degree granting program (masters, doctoral, or both), or who were not appointed at time of hire, must apply to be appointed as Graduate Faculty.
- b. All University of Nebraska faculty members on Special Appointment [including senior lecturer, instructor (at UNMC)], Faculty Practice Appointment, or Faculty Research Appointment in any academic department/school (whether it houses a graduate degree program or not) must apply to be appointed as Graduate Faculty.

3. Process for Applying to Become Graduate Faculty

Eligible faculty members will utilize the following process to apply for status as Graduate

⁵ Senior lecturers (Instructors at UNMC), Faculty Practice, or Faculty Research appointments must apply for Graduate Faculty designation.

Faculty (see [Appendix 2](#)):

- a. Submit an application form and vita to the chair of the Graduate Committee in the relevant department/school or interdepartmental program.
- b. All Graduate Faculty in the relevant department/school will vote on the application. A two-thirds majority of these Graduate Faculty must support the nomination in order for it to be forwarded to the campus-level Dean for Graduate Studies. The chair of the Graduate Committee will write a letter interpreting the department/school vote (i.e., explaining the reasons for supporting the nomination), and then forward the file to the nominee's department chair for endorsement and certification to the campus Dean for Graduate Studies.
- c. For faculty in departments/schools without graduate programs, or for interdepartmental and/or intercampus programs, or in departments/schools with graduate programs with fewer than six Graduate Faculty, a six-person review committee of Graduate Faculty will be appointed by the campus Dean for Graduate Studies. The chair of the committee will write a letter to the campus graduate studies dean(s) explaining the reasons for supporting the nomination. A two-thirds or greater majority of the committee must support the nomination. In the case of interdepartmental and/ or intercampus graduate programs, the director of the program will recommend members to the campus Dean(s) for Graduate Studies.
- d. The campus Dean for Graduate Studies will then review the nomination, and either approve or defer it. If approved, the nomination is forwarded to the Dean of the Graduate College.
- e. The Dean of the Graduate College will then review the nomination and either approve or defer the nomination. If approved, the Dean formally appoints the faculty member to Graduate Faculty status.

4. Special Procedures

If there is no graduate program in a particular discipline on a given campus, or if the number of Graduate Faculty in a particular discipline is fewer than six, a person in that discipline on that campus may be nominated for Graduate Faculty status by any Graduate Faculty member in that discipline or a related discipline on that campus or another campus. Such nominations must be recommended by either two-thirds vote of the Graduate Faculty of the corresponding department/school on another campus, or by two-thirds vote of a special ad hoc committee of six Graduate Faculty that shall:

- a. include all the Graduate Faculty in the nominee's department/school or interdepartmental area, with the remainder being Graduate Faculty from the same campus or similar departments/schools or interdepartmental areas from the same campus; and
- b. be appointed by the campus Dean for Graduate Studies from names submitted by the nominator.
- c. In all cases, nominations for Graduate Faculty shall be submitted from the groups indicated above to the campus Dean for Graduate Studies for approval. If the campus Dean approves a nomination, it shall be submitted to the Dean of the Graduate College for approval.

E. Procedure of Appeal

1. Any nominee, or nominator only with the written permission of the nominee, who believes that their nomination has not been properly acted upon by the

departmental/school or interdepartmental and/or intercampus Graduate Committee, or the chairperson thereof, or departmental chairperson/school director, or college dean, may appeal to the campus Dean for Graduate Studies, who may wish to refer the appeal to the campus Graduate Council for advice. A nominee, or nominator only with the written permission of the nominee, who believes that their nomination has not been properly acted upon by a campus Dean for Graduate Studies may appeal to the Dean. The nominee, or nominator only with the written permission of the nominee, may at their discretion discuss the nomination under appeal with either the campus Dean for Graduate Studies or the Dean. In the event that such a meeting is scheduled, both the nominee and the nominator may attend.

2. The Executive Graduate Council shall serve an appellate function when a nominee, or nominator only with the written permission of the nominee, believes that their nomination has been improperly deferred by the Dean. If the Executive Graduate Council upholds the deferment, that decision shall be final. If the Executive Graduate Council recommends that the Dean's previous decision to defer be reversed, the nomination shall be returned to the Dean with a recommendation that it be approved. If the Dean does not approve it, the nomination and all accompanying documents shall be forwarded to the President for final disposition. Decisions on appeals forwarded by Council approval must be made within twenty (20) working days.
3. The nominee, or nominator only with the written permission of the nominee, must file any appeal of any deferral of their nomination within twenty (20) working days after notification of such deferral.
4. Only data that accompanied the original nomination may be considered at any level of an appeal.
5. Even though a particular nomination is under appeal, a new nomination containing additional information may be submitted to the campus Dean for Graduate Studies at any time without prejudicing the appeal. The appeal will then be held in abeyance during the period that the new nomination is being considered by the campus Dean.

F. Graduate and Supervisory Committees

1. **Graduate Committees.** Each department/school or interdepartmental/intercampus area offering major work leading to the master or doctoral degree shall have a Graduate Committee consisting of not fewer than three Graduate Faculty, one of whom shall serve as chairperson of the Committee.

All Graduate Committees must have at least a two-thirds majority of Graduate Faculty on the Committee and its chairperson must be a member of the Graduate Faculty. For graduate programs involving only one department/school, membership on the Graduate Committee shall be recommended by the Graduate Faculty of the department/school through its departmental chairperson/school director, for approval and appointment by the campus Dean. For graduate programs involving more than one department/school and/or campus, membership on the Graduate Committee shall be recommended by the participating Graduate Faculty of the participating departments/schools through the chairperson of the interdepartmental/intercampus area committee, or, if no such committee exists, through the chairpersons of the participating departments/schools, for approval and appointment by the campus Dean(s). Graduate Committees are responsible for the general supervision of graduate work in their departments/schools, and/or interdepartmental/intercampus areas.

Graduate Committee Chairs act as the liaison between their Graduate Committees and the Dean for Graduate Studies. Within their purview, the Committee Chair is charged

with ensuring fair and consistent compliance with all Graduate College, and campus policies that govern graduate education from recommending admission through awarding of credentials. The Committee Chair coordinates the oversight of all graduate degrees, majors, specializations, minors, and certificate programs to ensure that every graduate student and member of the graduate faculty is held to the highest standards of academic integrity.

2. **Supervisory Committees.** For each student who has been accepted by a departmental/school or interdepartmental/intercampus area for doctoral studies there shall be a Supervisory Committee, of at least four members, all of whom shall be Graduate Faculty. Including the Chair, a minimum of 4 committee members must have Graduate Faculty status or Emeritus Graduate Faculty status. For students with 4 committee members, no more than two voting members can be Graduate Faculty Associate or Adjunct with voting privileges (II.B.4), unless permission is granted by the campus Dean. Students with more than 4 committee members may not have more than 3 committee members with Graduate Faculty Associate status or Adjunct with voting privileges (II.B.4) counted as voting members unless permission is granted by the campus Dean. In all cases, the Chair must have Graduate Faculty status. Additional members may be appointed to the Committee, either being non-Graduate Faculty or Graduate Faculty. Graduate Faculty have voting privileges, while non-Graduate Faculty do not.

Membership on Supervisory Committees shall be recommended by the departmental/school or interdepartmental/intercampus Graduate Committee for approval and appointment by the campus Dean(s). Graduate programs may have additional written criteria, approved by the campus Dean for Graduate Studies, for participation on doctoral supervisory committees. The minor, or related fields, if applicable, shall be represented on the Committee. The Committee shall approve the student's program of studies, monitor the student's academic and research or creative activity progress, approve the dissertation subject, prepare, give, and evaluate the comprehensive and final examinations, and approve the dissertation.

III. THE EXECUTIVE GRADUATE COUNCIL ⁶

A. Authority and Responsibilities

Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in the Executive Graduate Council. Specific responsibilities of the Executive Graduate Council shall include:

1. Exercising the general legislative and academic authority of the Graduate Faculty, and delegating appropriate portions thereof to the campus Graduate Faculties and campus Graduate Councils;
2. Recommending approval or disapproval of all new proposed graduate programs or substantially modified graduate programs, as well as proposed deletions of graduate programs, and monitoring graduate course offerings;
3. Coordinating graduate programs where such coordination seems in the best interests of the clientele being served, and of the University;
4. Establishing broad policy concerning graduate education and research for the University

⁶ Document History Amendments approved by the Executive Graduate Council April 25, 2018, approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018, and presented to the Board of Regents on June 28, 2018.

of Nebraska;

5. Assisting and promoting cooperation between campuses, between colleges, and between departments/schools where such cooperation seems promising;
6. When called upon, conducting a continuing quality audit on all graduate programs, including graduate programs at the sub-doctoral level, with findings and recommendations made to the Dean of the Graduate College and the respective Chancellors; and
7. Conducting a continuing review of the criteria for membership on the Graduate Faculty and the manner in which these criteria are applied in practice.

B. Membership

The Executive Graduate Council is a representative body, consisting of Graduate Faculty. The Council will consist of two faculty representatives from each campus and one faculty alternate from each campus.

The process for selecting representatives to the Executive Graduate Council shall be determined by the Graduate Faculty or Graduate Council, as appropriate, at the local campus level, provided that a model of faculty governance is maintained. This process can be modified at the local campus level. The selection process must ensure that Executive Graduate Council members also serve on their respective Campus Graduate Council in order to facilitate communication between the Council and campuses.

C. Terms

The term for faculty members of the Executive Graduate Council shall be three years with the composition changing at staggered intervals. A faculty member may serve no more than two terms consecutively. When a faculty member resigns from the Council before their term is completed, a successor shall be chosen by the campus to serve for the remainder of the vacated term. The Dean of the Graduate College may appoint temporary replacements to serve until the campus names a replacement.

D. Meetings

The Executive Graduate Council shall normally meet in regular session as a whole Council twice each year at such times and such places as shall be designated by the Executive Graduate Council. A quorum shall be considered to be half the voting membership of the Executive Graduate Council. Robert's Rules of Order shall be the parliamentary authority for conducting all meetings of the Executive Graduate Council. Special meetings of the Executive Graduate Council may be called by a petition signed by any three voting members presented to the Dean or by the Dean.

IV. AMENDMENTS AND CONFLICTS ⁷

All amendments to this Governance Document shall be proposed by the Executive Graduate Council and, once proposed shall be forwarded to the Graduate Faculty on mail or electronic ballots, which ballots must be returned to the Office of the Executive Vice President/Provost within fifteen (15) working days. Approval of all amendments must be by a two-thirds majority of those Graduate Faculty voting. All amendments that are approved by mail or electronic ballot shall be forwarded to the Board of Regents for final approval. Nothing in this Graduate College Governance Document shall be construed to be in conflict with any Bylaws of the Board of Regents, or any applicable state or federal laws.

V. DEAN OF THE GRADUATE COLLEGE ⁸

The following is extracted from the Bylaws of the Board of Regents, Section 2.3:

The Executive Vice President and Provost. The Executive Vice President and Provost shall be appointed by the President as provided in Sections 2.1 and 3.2 of these Bylaws [of the Board of Regents]. After the President, he or she shall be the University's ranking academic and administrative officer. The Executive Vice President and Provost shall perform such duties as may be required by the President and the Board and shall have the following specific responsibilities:

⁷ Document History: "System-Wide Organization and Procedures for Administrative and Faculty Management of Graduate Studies and Research" approved by Voting Graduate Faculty in a mail ballot on April 7, 1973, subsequently modified by system Graduate Council on June 18, 1973, which included "Administrative Understandings Concerning..." the above document. Approved by the Board of Regents on July 14, 1973.

Approved "Executive Graduate Council as the representative of the Graduate Faculty" by the Executive Graduate Council on November 13, 1975, and by the Board of Regents on March 13, 1976.

Amendment (also to the Bylaws) to include "appeal procedure" approved by the Executive Graduate Council on September 1, 1977, and by the Board of Regents on November 11, 1977.

Amendment to include "graduate student representatives on Council" approved by mail ballot of the entire Graduate Faculty on March 16, 1978, and by the Board of Regents on May 20, 1978.

Amendment to name "the Executive Committee as a permanent Standing Committee" approved by mail ballot of the entire Graduate Faculty on February 15, 1979, and by the Board of Regents on May 18, 1979.

Amendment to include "Committee III of the EGC shall serve as the nominating committee for the faculty members of the Executive Committee and shall determine a slate of nominees for presentation to the Executive Graduate Council at the September meeting," also including "additional nominations shall be called for from the floor at the time of the election" approved by the Executive Graduate Council on December 5, 1985, and by the Board of Regents on December 14, 1985.

Amendment to "extend membership to Emeriti Graduate Faculty" approved by mail ballot of the entire Graduate Faculty on December 7, 1988, and by the Board of Regents on February 11, 1989.

Amendment to include "UNK representation of the EGC and the Executive Committee of the EGC" approved by mail ballot of the entire Graduate Faculty on November 9, 1990, and by the Board of Regents on January 12, 1991.

Amendment to "exclude faculty with emeriti or adjunct status from determining the number of member representatives on the Executive Graduate Council" approved by mail ballot of the entire Graduate Faculty on May 13, 1993, and by the Board of Regents on July 10, 1993.

Amendment to reduce the size of the Executive Graduate Council and streamline its mode of operation approved by mail ballot of the entire Graduate Faculty on February 1, 1996, and by the Board of Regents on February 24, 1996.

Amendment to include the rank of Senior Lecturer in the Criteria for Membership to the University of Nebraska Graduate College" approved by mail ballot of the entire Graduate Faculty on March 24, 1999, and by the Board of Regents on May 1, 1999.

Amendment to "replace the current two-tier system of Graduate Faculty member and Graduate Faculty Fellow with a single tier in which all faculty would be designated as Graduate Faculty" approved by mail ballot of the entire Graduate Faculty on May 12, 2003, and by the Board of Regents on June 7, 2003.

Amendments approved by the Executive Graduate Council April 25, 2018

Approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018, and by the Board of Regents on June 28, 2018.

Amendment to introduce Graduate Faculty Associate approved by the Executive Graduate Council October 26, 2022; approved by a vote of the University of Nebraska Graduate Faculty on November 18, 2022; and presented to the Board of Regents on December 2, 2022.

Amendments to clarify rights and responsibilities of all Graduate Faculty roles and allow some faculty in interdisciplinary programs to be appointed without application approved by the Executive Graduate Council March 28, 2025; approved by a vote of the University of Nebraska Graduate Faculty on May 5, 2025; and presented to the Board of Regents on June 19, 2025.

⁸ Document History :Amendments approved by the Executive Graduate Council April 25, 2018, approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018, and presented to the Board of Regents on June 28, 2018.

- A. Serve as Dean of the University-wide Graduate College and as the presiding officer of the Graduate Faculty and the Executive Graduate Council. In this capacity he or she shall:
 1. recommend appointment to or removal from the Graduate Faculty,
 2. be administratively responsible for the welfare of the Graduate College and for implementing the policies of the Board and the Graduate Faculty concerning graduate studies and research, and
 3. act as an advisor to the President and, as appropriate, the Chancellors in matters pertaining to planning, development, coordination, and administration of graduate studies and research on the several campuses of the University; and
- B. Serve as Acting President in the temporary absence of the President.

VI. ADMINISTRATION OF THE GRADUATE COLLEGE ⁹

A. Office of the Executive Vice President and Provost

1. **Administration.** The Office of the Executive Vice President and Provost will be used as a clerical center and clearing house for all official communications between the Executive Graduate Council and its Committees, and the faculty, administration, and external agencies¹⁰.
2. **Presiding Officer.** The Dean of the Graduate College is required to serve as the presiding officer of the University-wide Graduate Faculty and councils thereof, irrespective of whether those bodies are in open or closed session. The mere fact that an election is made to have an executive or closed session would not alter the mandate of the Bylaws of the Board of Regents that the officer (Dean) continue to serve as its presiding officer¹¹. (See also legal opinion at [Appendix 4.](#))
3. **Dean's Absence.** The Dean, if unable to attend meetings of the Executive Graduate Council, has the authority and responsibility to designate which officer of the University will preside at meetings of the Council in that absence. (Authority delegated in Section 2.3 (h) of the Bylaws of the Board of Regents¹². See also legal opinion at [Appendix 3.](#))

B. Responsibilities of the Executive Graduate Council¹³

1. Act as the University-wide body responsible for the welfare and continued development of graduate programs at the University of Nebraska.
2. Act as the constitutional revisions committee for all proposed revisions in the Governance Document.
3. Encourage development of innovative and high-quality graduate programs and research.
4. Review and recommend policies relating to the welfare of graduate students.
5. Review and act upon university-wide recommendations concerning policy and planning from sources outside the Executive Graduate Council.

⁹ Document History: Amendments approved by the Executive Graduate Council April 25, 2018, approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018, and presented to the Board of Regents on June 28, 2018.

¹⁰ SOURCE: Executive Graduate Council Minutes 01-19-78 Edits approved by the Executive Graduate Council 04-25-18. Approved by a vote of the University of Nebraska Graduate Faculty on 05-18-18.

¹¹ SOURCE: Legal Opinion—John Gourley 04-19-78

¹² SOURCE: Legal Opinion—Richard Wood 01-18-79

¹³ SOURCE: Approved by the Executive Graduate Council at their meeting on May 1, 1997

6. Encourage and propose the development of cooperative agreements with other universities or agencies for the improvement of graduate study and research.
7. Evaluate and make recommendations regarding all proposed new graduate programs or major revisions in existing graduate programs.
8. Recommend and monitor the application of criteria for appointment as Graduate Faculty of the Graduate College.
9. Hear appeals from faculty regarding deferral of their nominations as Graduate Faculty of the Graduate College and make appropriate recommendations.
10. Hear appeals from students on decisions relating to their graduate program, excluding grade appeals, and make appropriate recommendations.

C. Procedures for Meetings of the Faculty of the Graduate College¹⁴

The Graduate Faculty as a whole shall be called into special session by a majority vote of the Executive Graduate Council, or by a petition signed by any 100 members of the Graduate Faculty.

The quorum for meetings of the Graduate Faculty shall be ten percent of the voting membership of the Graduate Faculty. Provided a quorum is in attendance, all actions taken at such meetings under the category of new business, or agenda items supported by a majority, but less than a two-thirds majority of those present at such meetings, must be submitted to the Faculty of the Graduate College on a mail or electronic ballot. Any agenda item ratified by a two-thirds majority shall be policy and shall not be sent to the Graduate Faculty on a mail or electronic ballot, unless specifically requested by a majority of those present at the meeting.

Ten members of the Graduate Faculty may petition to place items on the agenda for meetings of the Faculty of the Graduate College, if such items are presented in writing to the Dean of the Graduate College at least three weeks prior to the meeting. Items to be voted on must be submitted as written motions with proper supporting material. If substantial amendments to the written motions are made at the meeting, they shall be considered as new business and shall be submitted to the Faculty of the Graduate College on a mail ballot. In the absence of a quorum, the agenda items of the proposed meeting of the Graduate Faculty shall be referred to the Executive Graduate Council for consideration.

There shall be an alphabetical master list, by campus, of Graduate Faculty available at meetings of the Graduate Faculty for sign-in purposes. The Dean shall appoint a parliamentarian, and Robert's Rules of Order shall be the parliamentary authority for Graduate Faculty meetings.

Actions taken by the Graduate Faculty as a whole, either at a duly called meeting of the Graduate Faculty or by a two-thirds majority of those voting by mail or electronic ballot, shall supersede any action taken by the representative Executive Graduate Council.

Parliamentary Procedures: Meetings of the Executive Graduate Council will follow Robert's Rules of Order.

D. Procedures for Bringing Forward Motions on the Floor of the Executive Graduate Council Without Prior Review

1. The Executive Graduate Council will not act on any item of new business unless it has

¹⁴ SOURCE: Executive Graduate Council Minutes 02-17-77

been previously noted.

- a. Any item not listed as an item on the agenda of the Council as a whole as Old Business shall be considered New Business.
2. Previous notification of new business shall consist of:
 - a. presentation at a prior meeting, or
 - b. notification to each Executive Graduate Council member so that the member receives it at least five (5) working days prior to the Executive Graduate Council meeting.
3. New business brought forward on the floor may be referred by the Chair:
 - a. to an appropriate Committee for consideration at the next meeting, or
 - b. to the full Council for consideration at the next Executive Graduate Council meeting.
4. The above rules may be suspended by a two-thirds vote of those present¹⁵.
5. Roll Call Vote¹⁶. On the request of any member, a vote on any item of business of the Executive Graduate Council shall be by roll call vote.
6. EGC Summer Activities¹⁷. Committees will continue to function, as needed, during summer months. Mail or electronic ballots will be used for items that require approval by the entire Executive Graduate Council.

E. Procedures for Voting

1. **Ballots**¹⁸. Mail or electronic ballots may be used during the summer months on Executive Graduate Council business judged by the Executive Graduate Council to be suitable for mail or electronic ballots.
2. **Mail Ballots Name Tags**¹⁹. Mail Ballots to the Graduate Faculty must have the return address and name tag on a blank sheet so that the ballot may be returned without identification. Electronic ballots must ensure the same degree of sender confidentiality.
3. **Recording Votes**²⁰. For mail ballots to the Executive Graduate Council, each member signs his marked ballot and returns it to the Office of the Executive Vice President and Provost. Each signature is verified, the vote recorded, and all signed ballots are retained. Thus, even after the votes have been recorded, it is possible to determine not only who voted on the issue, but also how each person voted. For electronic ballots to the Executive Graduate Council, each member returns their marked ballot to the Office of the Executive Vice President and Provost, and/or a mechanism is used to verify who and how each Executive Graduate Council member voted.
4. **Proxy Voting Policy**²¹. The conditions under which proxy votes are allowed in Executive Graduate Council (EGC) matters are as follows:

¹⁵ SOURCE: Executive Graduate Council Minutes 12-10-81 and 02-17-83

¹⁶ SOURCE: Executive Graduate Council Minutes 02-17-77

¹⁷ SOURCE: Executive Graduate Council Minutes 04-25-74, reaffirmed 09-18-80. Edits approved by the Executive Graduate Council 04-28-18. Approved by a vote of the University of Nebraska Graduate Faculty on 05-15-18.

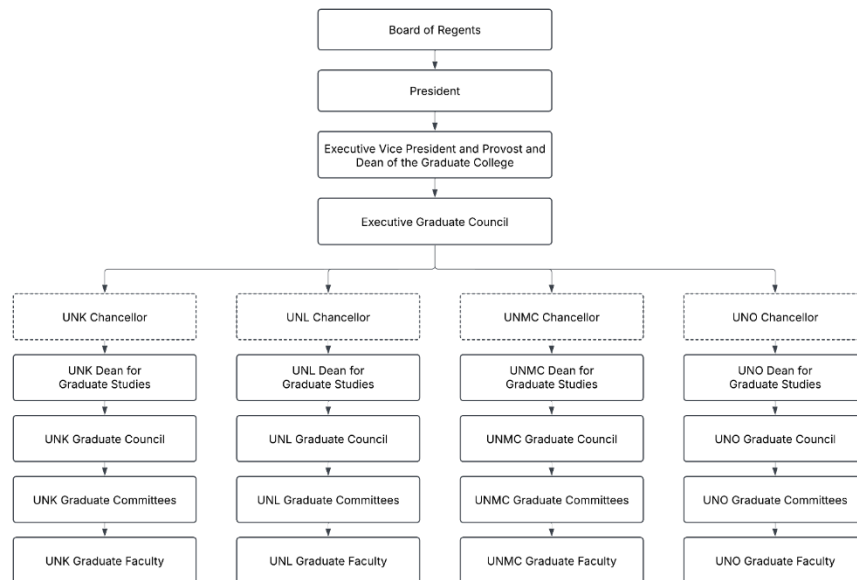
¹⁸ SOURCE: Executive Graduate Council Minutes 11-16-78. Edits approved by the Executive Graduate Council 11-30-11, 04-28-18; Approved by a vote of the University of Nebraska Graduate Faculty on 05-15-18.

¹⁹ SOURCE: Edits approved by the Executive Graduate Council 11-30-11; Edits approved by the Executive Graduate Council 04-28-18; Approved by a vote of the University of Nebraska Graduate Faculty on 05-15-18.

²⁰ SOURCE: Edits approved by the Executive Graduate Council 04-28-18. Approved by a vote of the University of Nebraska Graduate Faculty on 05-15-18.

²¹ SOURCE: Approved by the Executive Graduate Council 02-18-88, edits approved by the Executive Graduate Council 04-28-18. Approved by a vote of the University of Nebraska Graduate Faculty on 05-15-18.

- a. Only EGC members may vote;
 - b. In absentia voting may take place only on items listed under Old Business in the EGC Agenda;
 - c. The vote must be in written or electronic form and transmitted to the Dean prior to the meeting; and
 - d. If any motion is formally amended, the 'in absentia' vote on that item will be invalidated.
5. **Destroying Ballots**²². Method for destroying ballots after an Executive Graduate Council election:
- a. Record the results of the election;
 - b. Have those results certified by the signatures of the people responsible for recording the results;
 - c. Retain the ballots for three (3) weeks and if no challenge is made within that time period, ballots may be destroyed; and
 - d. The certified results should become part of the official minutes of the Executive Graduate Council (not distributed) of the first meeting following the election.
- F. Graduate Application Fee²³
- Each campus may periodically increase its Graduate Application Fee through the normal process for approval of fees.
- G. University of Nebraska Organizational Chart of the Graduate College



UNK – University of Nebraska at Kearney
 UNL – University of Nebraska-Lincoln
 UNMC – University of Nebraska Medical Center
 UNO – University of Nebraska at Omaha

_____ Primary Links
 Liaison Links

²² SOURCE: Executive Graduate Council Minutes 11-29-73

²³ SOURCE: Executive Graduate Council Minutes 03-19-87; Executive Graduate Council Minutes 12-11-97; edits approved by the Executive Graduate Council 11-30-11

University of Nebraska at Kearney ²⁴

I. GOVERNANCE OF GRADUATE STUDIES AT UNK

The University of Nebraska at Kearney (UNK) Graduate Faculty shall have all powers of governance of Graduate Studies at UNK, except as otherwise provided herein, or in Graduate College governance procedures approved by the Board of Regents, or in the general statutes and rules governing the University.

II. THE UNK GRADUATE FACULTY

A. Membership of the Graduate Faculty

All Graduate Faculty of the University of Nebraska, who are administratively assigned to the University of Nebraska at Kearney, shall comprise the UNK Graduate Faculty.

The procedures for appointments and responsibilities of the Graduate Faculty of the University of Nebraska are given in the "University of Nebraska Graduate College Policy Handbook."

B. Powers of the Graduate Faculty

The powers of the Graduate Faculty shall be those outlined in section I; in particular, the Graduate Faculty shall have the power to determine its own rules of procedure, provide for regular or special meetings, and establish necessary standing and special committees.

C. Meetings of the Graduate Faculty

1. The UNK Graduate Faculty shall meet if called by the UNK Dean for Graduate Studies, by vote of the UNK Graduate Council, or by petition of any ten UNK Graduate Faculty members.
2. The quorum for the purpose of conducting business at meetings of the Graduate Faculty shall be 25% of the membership.
3. Any member of the UNK Graduate Faculty may petition to place items on the agenda for a meeting if they are presented in writing to the Dean two weeks prior to the meeting.
4. The UNK Dean for Graduate Studies shall be responsible for recording and distributing the minutes of all meetings of the Graduate Faculty.

III. THE UNK GRADUATE COUNCIL

The University of Nebraska at Kearney Graduate Council shall serve as the policy and decision-making body of the UNK Graduate Faculty and as an advisory body to the UNK Dean for Graduate Studies.

A. Membership of the UNK Graduate Council

The Council shall consist of twelve elected members of the UNK Graduate Faculty, three "at large" Graduate Faculty members, and three graduate student members.

1. Each of the three academic colleges will elect two Graduate Faculty members from different departments. Six additional Graduate Council members will be allocated

²⁴ Approved by the KSC/UNK Graduate Council November 8, 1990, the Executive Graduate Council January 17, 1991, and by the Board of Regents March 16, 1991. Revisions approved by the UNK Graduate Council on March 8, 2018, February 13, 2025.

between the colleges based on the Graduate Faculty membership of the colleges. Each college must have at least three Graduate Faculty on Graduate Council. Terms for elected members of the Council shall be three years and shall commence with the beginning of the Fall semester.

2. When a vacancy occurs and the remaining term is for more than one year, the Office of Graduate Studies will conduct an election. If the remainder of the term is less than one year, the Dean for Graduate Studies shall fill the vacancy with a faculty member from the same College.
3. Three additional UNK Graduate Faculty will be appointed by the UNK Dean for Graduate Studies as “at large” members of the Graduate Council. At-large members will represent UNK on the University of Nebraska Executive Graduate Council.
4. The graduate student members of the Council shall be selected by the UNK Graduate Student Association. In the absence of an active Graduate Student Association, the UNK Dean for Graduate Studies shall appoint the members from a list of departmental nominees. Graduate students must be currently enrolled in a minimum of six hours and in good academic standing. Terms for graduate student members shall be one year, commencing with the beginning of Fall Semester.

B. Powers of the UNK Graduate Council

The UNK Graduate Faculty has delegated to the Council its policy and decision-making powers for graduate matters, subject to review and possible override by a vote of the Graduate Faculty. Decisions of the Council affecting change of policy and/or regulations may become effective immediately. All actions become final one month after general publication to the UNK Graduate Faculty unless a petition signed by at least ten members is submitted to the UNK Dean for Graduate Studies requesting a meeting of the Graduate Faculty to discuss the action of the Council. The UNK Graduate Faculty may, after discussion of the matter, request the Dean to conduct a referendum (mail or electronic ballot) of the issue.

C. Meetings of the UNK Graduate Council

1. The Graduate Council shall meet monthly during the academic year. In addition, the UNK Dean for Graduate Studies may call special meetings when necessary. The Dean shall draw up the agenda for each meeting and distribute it to all members of the Council and to other appropriate persons.
2. Robert’s Rules of Order shall serve as the parliamentary authority for Council meetings.
3. The quorum for meetings of the Council shall be 50% of the membership of the Council.
4. Any member of the Council may place items on the agenda for a meeting.
5. The Dean for Graduate Studies shall be responsible for recording the minutes of the Council meetings and distributing them to the members of the Council, the UNK Graduate Faculty, and other appropriate persons.

IV. THE UNK DEAN FOR GRADUATE STUDIES

The Dean for Graduate Studies, University of Nebraska at Kearney, shall be appointed by the UNK Chancellor subject to approval by the President and the Board of Regents. The Dean for Graduate Studies shall be responsible to the Chancellor, University of Nebraska at Kearney, and to the Dean of the Graduate College, University of Nebraska, and shall be administratively responsible for the welfare of all graduate programs at the University of

Nebraska at Kearney, and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies.

The Dean for Graduate Studies shall preside at meetings of the Graduate Faculty, University of Nebraska at Kearney, and shall be chair of the UNK Graduate Council.

V. GRADUATE COMMITTEES

Each department authorized to offer major work leading to the Master's or Specialist's degree shall have a Graduate Committee consisting of not fewer than three UNK Graduate Faculty members, one of whom is designated as chair of the Graduate Committee. In all cases, at least two-thirds of the Committee must be Graduate Faculty. Whenever possible, department chairs should not serve on Graduate Committees.

Membership of the Graduate Committee is recommended by the administrative unit through its department chair or program director, for appointment by the Dean for Graduate Studies, University of Nebraska at Kearney (on behalf of the Dean of the Graduate College). Graduate Committees are responsible for the general supervision of graduate work in their administrative units.

VI. GENERAL

Policies, procedures, rules, and regulations previously in effect relating to University of Nebraska at Kearney graduate programs and not superseded or rendered void by this document, or by policies of the University of Nebraska Graduate College, shall remain in effect upon its adoption. The actions of the University of Nebraska at Kearney Graduate Council and the UNK Graduate Faculty shall not supersede the Rules and Regulations nor actions of the University-wide Graduate Faculty or the Executive Graduate Council.

1. *Business and Technology*: Accounting, Finance, and Economics; Cyber Systems; Industrial Technology; Management; Marketing, Agribusiness, and Supply Chain Management.
2. *Education*: Communication Disorders; Counseling, School Psychology and Family Science; Educational Administration; Kinesiology and Sports Sciences; and Teacher Education.
3. *Arts and Sciences*: Art and Design; Biology; Chemistry; Communication; Criminal Justice; English; Geography and Earth Science; History; Mathematics and Statistics; Modern Languages; Music, Theatre, and Dance; Physics and Astronomy; Philosophy; Social Work; and Sociology.

I. GRADUATE STUDIES

Subject to the powers vested in the Board of Regents, assigned to the University-wide Graduate Faculty or its Executive Graduate Council, or delegated to its administrative officers, the immediate government of Graduate Studies, University of Nebraska–Lincoln, shall be by members of the Graduate Faculty, University of Nebraska–Lincoln.

II. GRADUATE FACULTY

All Graduate Faculty of the University of Nebraska, who are administratively assigned to the University of Nebraska-Lincoln, shall comprise the UNL Graduate Faculty.

The procedures for appointments, duties, and responsibilities of the Graduate Faculty, including associates, emeriti, and adjunct, of the University of Nebraska are given in the “University of Nebraska Graduate College Bylaws and Policies.”

III. POWERS OF THE GRADUATE FACULTY

The Graduate Faculty administratively associated with the University of Nebraska–Lincoln shall have all powers of government of Graduate Studies, University of Nebraska–Lincoln, except as otherwise provided herein, or in Graduate College governance procedures approved by the Board of Regents, or in the general statutes and rules governing the University. The Graduate Faculty, University of Nebraska–Lincoln, shall have the power to determine its own rules of procedure, provide for regular or special meetings, and establish necessary standing and special committees.

IV. THE GRADUATE COUNCIL

There shall be a Graduate Council to serve as an advisory body to the Dean for Graduate Studies, University of Nebraska–Lincoln, and as the administrative body for Graduate Studies subject to the authority of the Graduate Faculty, University of Nebraska-Lincoln. The Graduate Council shall meet formally and as a whole at least two times during each academic semester and shall consist of eight elected members of the Graduate Faculty, two graduate students, and the Dean for Graduate Studies of the University of Nebraska–Lincoln. A majority of voting members shall constitute a quorum.

Each year, two members of the Graduate Faculty shall be elected to the Graduate Council to serve four-year terms of office. The elections of Graduate Council members shall be from nominees presented by a nominating committee designated by the Graduate Council, and by Graduate Faculty petition. One member of the Graduate Faculty shall be elected from each of the following eight areas: Agricultural and Biological Sciences; Arts; Business; Engineering; Humanities; Physical Sciences; Education; and Social Sciences. A member of the Graduate Council can serve no more than two four-year terms consecutively.

The University of Nebraska–Lincoln Graduate Council shall select two of its members to serve as Representatives and one of its members to serve as an Alternate on the University of Nebraska Executive Graduate Council. Since the term for faculty members of the Executive Graduate Council shall be three years, according to the Graduate College Governance Document, only members of the University of Nebraska–Lincoln Graduate Council who have at least three years remaining on the UNL Graduate Council shall be eligible as candidates for Executive Graduate Council Representative or Alternate positions. A Representative or Alternate shall be elected each year, so that two Representatives and

²⁵ Original document approved by University of Nebraska–Lincoln Graduate Faculty, December 10, 1973. Amendments made by University of Nebraska–Lincoln Graduate Council, Executive Graduate Council, and subsequently by Regental action on January 14, 1989, and February 11, 1989. Additional revisions approved by the UNL Graduate Council on February 8, 2018, August 16, 2018, February 6, 2025.

one Alternate shall be serving at any time.

Two graduate students shall be elected to the Graduate Council each year by the Graduate Student Assembly, University of Nebraska–Lincoln. In the absence of an active Graduate Student Assembly, the Graduate Council shall, upon the recommendation of the Dean for Graduate Studies of the University of Nebraska–Lincoln, appoint the graduate student representatives to the Graduate Council.

V. DEAN FOR GRADUATE STUDIES

The Dean for Graduate Studies, University of Nebraska—Lincoln, shall be appointed by the UNL Chancellor subject to approval by the President and the Board of Regents. The Dean for Graduate Studies shall be responsible to the Chancellor, University of Nebraska–Lincoln, and to the Dean of the Graduate College, University of Nebraska, and shall be administratively responsible for the welfare of all post-baccalaureate education at the University of Nebraska–Lincoln, and for adhering to these Graduate College Bylaws, and implementing applicable Bylaws and Policies of the Board of Regents and the Graduate Faculty concerning graduate studies.

The Dean for Graduate Studies shall preside at meetings of the Graduate Faculty, University of Nebraska–Lincoln, and shall be chair of the UNL Graduate Council. The Dean for Graduate Studies shall at all times have a voice, but shall cast a vote only in case of a tie.

VI. GRADUATE COMMITTEES

Each administrative unit authorized to offer major work leading to the Master's or Doctoral degree shall have a Graduate Committee consisting of not fewer than three Graduate Faculty members, one of whom is designated as chair of the Graduate Committee. In the case of an administrative unit offering a doctoral degree, however, the two-thirds of the Graduate Committee and its chair must be Graduate Faculty.

Membership of the Graduate Committee is recommended by the administrative unit through its departmental chair, chair of the interdepartmental area, director, or academic dean, as appropriate, for appointment by the Dean for Graduate Studies, University of Nebraska–Lincoln, acting for the Dean of the Graduate College, University of Nebraska. Graduate Committees are responsible for the general supervision of graduate work in their administrative units.

VII. SUPERVISORY COMMITTEES

For each student who has been accepted by a department or area for the doctoral objective, a Supervisory Committee shall be appointed as described in Section 2.F.2 of these Bylaws. At least one Graduate Faculty member external to the department or area in which the doctorate is to be granted must be included on the supervisory committee.

VIII. GENERAL

Policies, rules, and regulations previously in effect relating to graduate programs and not superseded or rendered void by this governance plan shall remain in effect upon its adoption²⁶.

IX. UNL DEFINITION OF AREAS ²⁷

A. *Arts*: The Hixson-Lied College of Fine and Performing Arts including the School of Art,

²⁶ Revisions approved by the UNL Graduate Council October 5, 1988, March 14, 1996; the University of Nebraska Executive Graduate Council November 17, 1988, February 17, 1997, October 26, 2022; and presented to the Board of Regents January 14, 1989, June 1, 1996, December 2, 2022.

²⁷ The Definitions of Areas were approved by the UNL Graduate Council February 14, 2008.

- Art History and Design, the Glenn Korff School of Music, Johnny Carson School of Theatre and Film, and the Department of Architecture in the College of Architecture.
- B. *Humanities*: Classics, Communication Studies, English, Modern Languages and Literatures, Philosophy, and the College of Journalism and Mass Communications.
 - C. *Physical Sciences*: Chemistry, Earth and Atmospheric Sciences, Mathematics, Physics and Astronomy, and Statistics.
 - D. *Engineering*: All departments and Schools in the College of Engineering.
 - E. *Business*: All departments of the College of Business.
 - F. *Social Sciences*: Anthropology, Child, Youth and Family Studies, Community and Regional Planning, Geography, History, Law, Political Science, Psychology, Sociology, and Textiles, Merchandising and Fashion Design.
 - G. *Agricultural Sciences and Biological Sciences*: The School of Biological Sciences, Nutrition and Health Sciences, and all departments of the College of Agricultural Sciences and Natural Resources.
 - H. *Education*: Departments of Educational Administration, Educational Psychology, Special Education and Communication Disorders, and Teaching, Learning and Teacher Education.

I. GRADUATE STUDIES AT UNMC

The Graduate Faculty at the University of Nebraska Medical Center (UNMC) shall have the authority to govern Graduate Studies on the Medical Center campus, subject to the powers vested in the Board of Regents and assigned to the University-wide Graduate Faculty and its Executive Graduate Council.

II. MEMBERSHIP OF THE UNMC GRADUATE FACULTY

All University-wide Graduate Faculty who are administratively located within the University of Nebraska Medical Center shall comprise the UNMC Graduate Faculty. The mechanism for selection of Graduate Faculty has been established on a University-wide basis, as detailed in the [Section II](#) of the University of Nebraska Graduate College Policy Handbook.

III. MEETINGS OF THE UNMC GRADUATE FACULTY

- A. The UNMC Graduate Faculty shall meet annually and at other times if called by the UNMC Dean for Graduate Studies, by vote of the UNMC Graduate Council, or by petition of any 25 UNMC Graduate Faculty members. Twenty-five members shall constitute a quorum.
- B. The UNMC Graduate Faculty can by majority vote override any specific action taken by the UNMC Graduate Council.
- C. The UNMC Dean for Graduate Studies or the Dean's designee selected from the membership of the UNMC Graduate Faculty shall preside over meetings of the UNMC Graduate Faculty.
- D. The UNMC Dean for Graduate Studies shall be responsible for recording and appropriate distribution of minutes of the meetings of the UNMC Graduate Faculty.

IV. UNMC GRADUATE COUNCIL

- A. The UNMC Graduate Council shall serve as a governing body acting on behalf of the UNMC Graduate Faculty and shall serve as an advisory body to the UNMC Dean for Graduate Studies. The Graduate Council shall consist of the chair of each program Graduate Committee (or his/her designee), one UNMC graduate student and the Dean for Graduate Studies. In addition, members of the Executive Graduate Council whose terms have ended on the UNMC Graduate Council will be ex officio members of the UNMC Graduate Council.
- B. The graduate student representative shall be selected by the UNMC Graduate Student Association. In the absence of an active Graduate Student Association, the Dean for

²⁸ Approved by the UNMC Graduate Faculty March 2, the University of Nebraska Executive Graduate Council March 11, and the Board of Regents March 19, 1977.

Revision approved by the UNMC Graduate Council July 11, the UNMC Graduate Faculty August 15, the University of Nebraska Executive Graduate Council September 20, and the Board of Regents December 15, 1979.

Second revision approved by the UNMC Graduate Council October 15, 1987, the UNMC Graduate Faculty January 7, the University of Nebraska Executive Graduate Council February 18, and the Board of Regents April 9, 1988.

Third revision approved by the UNMC Graduate Council February 15, 1996, the UNMC Graduate Faculty March 7, 1996, University of Nebraska Executive Graduate Council February 19, 1997, and the Board of Regents June 1, 1996.

Fourth revision approved by the UNMC Graduate Council February 14, 2018.

Fifth revision approved by the UNMC Graduate Council April 5, 2018. Fourth and Fifth revisions approved by the UNMC Graduate Faculty April 24, 2018. Edits approved by the Executive Graduate Council April 25, 2018, and approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018. Presented to the Board of Regents on June 28, 2018.

Sixth revision approved by the UNMC Graduate Council April 7, 2022, the University of Nebraska Executive Graduate Council October 26, 2022, and presented to the Board of Regents December 2, 2022. Revisions to remove redundancies from the main document approved by the UNMC Graduate Council February 6, 2025.

Graduate Studies shall appoint a student member to the Graduate Council.

- C. Each regular member of the Graduate Council shall have one vote.
- D. The UNMC Executive Associate Dean for Graduate Studies, serving as the UNMC Dean's designee, shall preside over meetings of the UNMC Graduate Council.
- E. The UNMC Graduate Council shall meet monthly and as called by the UNMC Dean for Graduate Studies. A majority of voting members shall constitute a quorum. The UNMC Graduate Council meetings are open meetings.
- F. Decisions by the Council shall be by simple majority vote. The UNMC Dean for Graduate Studies shall cast a vote only in the case of a tie.
- G. Any member of the UNMC Graduate Faculty may request that an item be placed on the agenda of the UNMC Graduate Council meeting.
- H. The UNMC Dean for Graduate Studies shall be responsible for recording and appropriate distribution of minutes of the meetings of the UNMC Graduate Council.

V. DEAN FOR GRADUATE STUDIES

The Dean for Graduate Studies, University of Nebraska Medical Center, shall be appointed by the UNMC Chancellor subject to approval by the President and the Board of Regents. The Dean shall be responsible to the Chancellor and the University of Nebraska Dean of the Graduate College.

The UNMC Dean shall be administratively responsible for all graduate studies programs on the UNMC campus. The Dean or the Dean's designee shall preside over meetings of the UNMC Graduate Faculty and the UNMC Graduate Council.

VI. SUPERVISORY COMMITTEES

For each student who has been accepted by a department or area for the doctoral objective, a Supervisory Committee shall be appointed as described in Section II.F.2 of these Bylaws. However, the student's graduate program may require that an Examination Committee, partially distinct from the Supervisory Committee, assume the responsibility of preparing, giving, and evaluating the comprehensive exam. All voting members of the Examination Committee must be members of the Graduate Faculty.

VII. GENERAL

The UNMC Graduate Faculty shall have two representatives on the Executive Graduate Council. In addition, there shall be one alternate.

The actions of the UNMC Graduate Council and the UNMC Graduate Faculty shall not supersede the Rules and Regulations nor actions of the University-wide Graduate Faculty or the Executive Graduate Council.

I. GOVERNMENT OF GRADUATE STUDIES AT UNO

The University of Nebraska at Omaha (UNO) Graduate Faculty shall have all powers of government of Graduate Studies at UNO, except as otherwise provided herein, or in Graduate College governance procedures approved by the Board of Regents. The Senior Vice Chancellor for Academic Affairs and Dean for Graduate Studies shall be appointed by the Board of Regents upon recommendation of the UNO Chancellor and shall be administratively responsible for the welfare of all graduate studies programs on the UNO campus and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies. The UNO Graduate Council shall serve as the legislative and decision-making body of the UNO Graduate Faculty and as an advisory body to the Senior Vice Chancellor for Academic Affairs and Dean for Graduate Studies. In this document “the Faculty,” “the Dean,” and “the Council” shall refer to the UNO Graduate Faculty, the Senior Vice Chancellor for Academic Affairs and Dean for Graduate Studies, and the UNO Graduate Council, respectively.

II. THE UNO GRADUATE FACULTY

A. Membership of the Faculty

The Graduate Faculty of the University of Nebraska, who are administratively assigned to the University of Nebraska at Omaha, shall comprise the UNO Graduate Faculty.

The procedures for appointments of the Graduate Faculty of the University of Nebraska are given in the “University of Nebraska System-Wide Organization and Procedures for Administration and Faculty Management of Graduate Studies.”

B. Powers of the Faculty

The powers of the Faculty shall be those outlined in section I; in particular, the Faculty shall have the power to determine its own rules of procedure, provide for regular or special meetings, and establish necessary standing and special committees.

C. Meetings of the Faculty

1. If requested by the Graduate Council, or as needed, the Faculty shall meet once each semester in regular session. The agenda shall be drawn up by the Dean and Committee A: Policy and Planning of the Council with input from Committee B: Courses, Programs and Evaluation.
2. Robert’s Rules of Order shall serve as the parliamentary authority for meetings of the Faculty.
3. The quorum for meetings of the Faculty shall be 10% of the membership of the Faculty.
4. Any member of the Faculty may petition to place items on the agenda for a meeting of the Faculty if they are presented in writing to the Dean two weeks prior to the meeting. Items to be voted on must be submitted as written motions with proper supporting material.
5. Any ten members of the Faculty may petition for a special meeting of the Faculty.

²⁹ Approved UNO Graduate Council October 12, 1981. Revised UNO Graduate Council November 14, 1988, approved by the Board of Regents July 22, 1989. Revised UNO Graduate Council December 11, 1997, approved by the Board of Regents May 16, 1998. Revisions approved by the UNO Graduate Council on November 13, 2017. Edits approved by the Executive Graduate Council April 25, 2018, and approved by a vote of the University of Nebraska Graduate Faculty on May 18, 2018. Presented to the Board of Regents on June 28, 2018. Revised UNO Graduate Council February 27, 2025.

The petition must state a rationale for such a meeting. The agenda for special meetings shall consist only of the item or items addressed by the petition.

6. The Dean shall be responsible for recording the minutes of the meetings of the Faculty and distributing them to all members of the Faculty and to other appropriate persons.

III. THE UNO GRADUATE COUNCIL

A. Membership of the Council

The Council shall consist of elected members of the Faculty, the two Executive Graduate Council members and the Executive Graduate Council alternate, and two student members.

1. The number of elected members of the council allocated to each college shall be based on the number of graduate students and the number of members of the Faculty in the college. Terms for elected members of the Council shall be three years and shall commence on August 15 following election to the Council.
 - a. When the term of office for a member of the Council ends or when a vacancy occurs for some other reason and the remainder of the term is more than one year, the election to fill the vacancy shall be conducted by the Office of Graduate Studies. A mail or electronic ballot shall be sent to all members of the Faculty. Nominations for the mail or electronic ballot shall be obtained as follows:

The Dean, after determining if there are members of the Faculty in the college who prefer not to stand for election, shall prepare a printed or electronic ballot containing the names of all members of the Faculty in the college who will stand for election. The ballot as prepared shall be submitted to all members of the Faculty in the college. The two persons on the ballot who receive the highest number of votes shall stand for elections to the Council.
 - b. If the remainder of the term is one year or a portion of one year, the Dean shall appoint a member of the Faculty in the college concerned (with the concurrence of the cognizant Dean) to fill the remainder of the term.
2. The minimum number of representatives granted to each college shall be two so that each college has a minimum of one representative on each of the two Graduate Council committees. Terms of representative to the Graduate Council shall be staggered so that no more than one-third of the representatives on the Graduate Council are replaced in a given year.

a. Representatives on the UNO Graduate Council

*Using this minimum plus the allocation formula, the current number of representatives on the Graduate Council are as follows:

<i>College</i>	<i>Number of Representatives</i>
Arts & Sciences	5
Business Administration	4
Education, Health, and Human Sciences	6
Communication, Fine Arts & Media	3
Information Sciences & Technology	3
Public Affairs & Community Service	4

b. UNO Definition of Areas

- i. *Arts and Humanities*: Art and Art History, Black Studies, Dramatic Arts, English, Fine Arts Press, Foreign Languages, History, International Studies, Music, Philosophy, Religion, and Writers Workshop.
- ii. *Business & IS&T*: All Graduate Faculty departments in the College of Business Administration and IS&T.
- iii. *Social Sciences*: Communication, Geography, Political Science, Psychology, Sociology, and all departments in the College of Public Affairs and Community Service.
- iv. *Natural Sciences*: Biology, Chemistry, Computer Science, Geology, Mathematics, and Physics.
- v. *Education*: All departments in the College of Education, Health and Human Sciences.

3. The University of Nebraska at Omaha Graduate Council shall select two of its members to serve as Representatives and one of its members to serve as an Alternate on the University of Nebraska Executive Graduate Council. Since the term for faculty members of the Executive Graduate Council shall be three years, according to the Graduate College Governance Document, only members of the University of Nebraska at Omaha Graduate Council who have at least three years remaining on the UNO Graduate Council shall be eligible as candidates for Executive Graduate Council Representative or Alternate positions. A Representative or Alternate shall be elected each year, so that two Representatives and one Alternate shall be serving at any time.

The alternate's role is to take the place of an EGC Representative if the Representative cannot attend a meeting. It is not the role of the alternate to replace a Representative.

4. The graduate student members of the Council shall be selected by the Graduate Student Association. In the absence of a recommendation from the Graduate Student Association, the Dean shall appoint the graduate student members from a list of departmental nominees.

Graduate student members must be currently enrolled students in good standing. Terms for graduate student members shall be one year, commencing on August 15 in the year of appointment.

IV. POWERS OF THE COUNCIL

The Faculty has delegated to the Council its legislative and decision-making powers for graduate matters, subject to review and possible override by vote of the Faculty. Decisions of the Council effecting change of policy and/or regulations shall be final within twenty (20) working days (summer sessions and vacation periods excluded) after general publication to the Faculty unless a petition signed by at least ten (10) members of the Faculty is submitted to the Dean requesting a meeting of the Faculty to discuss the decision of the matter, request the Dean to conduct a referendum (printed or electronic ballot) of the Faculty on the matter under discussion. A majority vote of the Faculty voting on the referendum can override a decision made by the Council.

V. MEETINGS OF THE COUNCIL

- A. The Council shall meet monthly. In addition, the Dean may call a special meeting of the Council. The Dean shall draw up the agenda for each meeting and distribute it to all members of the Council and to other appropriate persons.
- B. Robert's Rules of Order shall serve as the parliamentary authority for meetings of the Council.
- C. The quorum for meeting of the Council shall be 50% of the membership of the Council.
- D. Any member of the Council may place items on the agenda for a meeting of the Council.
- E. The Dean shall be responsible for recording the minutes of the meetings of the Council and distributing them to the members of the Council and to other appropriate persons.

VI. DEAN FOR GRADUATE STUDIES

The Dean for Graduate Studies, University of Nebraska at Omaha, shall be appointed by the UNO Chancellor subject to approval by the President and the Board of Regents. The Dean for Graduate Studies shall be responsible to the Sr. Vice Chancellor for Academic Affairs, University of Nebraska at Omaha, and to the Dean of the Graduate College, University of Nebraska, and shall be administratively responsible for the welfare of all graduate programs at the University of Nebraska at Omaha and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies.

The Dean for Graduate Studies shall preside at meetings of the Graduate Faculty, University of Nebraska at Omaha, and shall be the chair of the UNO Graduate Council. The Dean for Graduate Studies shall at all times have a voice, but shall cast a vote only in case of a tie.

VII. GRADUATE COMMITTEES

Each Graduate department authorized to offer major work leading to the master's or doctor's degree shall have established for it a Graduate Committee consisting of not fewer than three members of the Graduate Faculty, one of whom is designated as chair. Membership of the Graduate Committee is recommended by the Departmental chair or other appropriate administrator for appointment by the Dean of the Graduate College, who has delegated that responsibility to the UNO Dean.

In its graduate department the Graduate Committee shall have the responsibility for the planning of the graduate program, the general supervision of candidates for graduate degrees and the evaluation of students by means of qualifying or final comprehensive examinations. The word "program" denotes all kinds of academic requirements which must be satisfied by the students admitted to the departmental graduate studies— including both major and minor requirements, together with quality-of-work standards, transfer credits, and those electives which are not major or minor courses.

I. GRADUATE DEGREES/CERTIFICATES

A. Recommendation on the Requirements for Degrees³⁰

The Executive Graduate Council reaffirms the exclusive right of faculty members to assign grades, to recommend admission of students to programs (retaining Board of Regents admission standards), to make recommendation on the requirements for degrees, to recommend the awarding of assistantships (the deans retain the authority to appoint graduate assistants), and to recommend candidates for degrees. The Executive Graduate Council does not recognize the administrative assignment of a grade, or the administrative awarding of an assistantship not recommended by appropriate faculty action (this does not apply only to Graduate Committees). The Executive Graduate Council reaffirms the right of all students to evaluations for grades, awards, and degree procedures written into the graduate catalogs, and does not recognize agreements between departments and students which circumvent the existing appeal procedures.

1. **Subdoctoral Degree Credits**³¹. All graduate credits to be counted toward the satisfaction of subdoctoral degree requirements—including all transfer credits— must be approved and recommended by the cognizant Graduate Committee of the student's major department or area. Not less than 50 percent of the credit hours required for any subdoctoral graduate degree must be completed at the University of Nebraska. No graduate credits will be accepted as transfer credits unless earned at an institution fully accredited to offer graduate work in the field of the student's major; nor should the student expect any graduate credits to be transferred unless the Graduate Committee evaluated the quality and suitability equal to or superior to offerings available at the University of Nebraska.
2. **Professional Post-Baccalaureate Degree (Credential)**³². A post-baccalaureate degree which is the first or minimum degree offered by the University of Nebraska that qualifies a person to stand for licensure in one of the recognized professions, and which is pursued, for all intents and purposes, exclusively by persons intending to seek licensure in that profession, is regarded as a professional degree.

Further, degrees may be considered as professional degrees if:

- the program is designed around curriculum or standards prescribed by a professional accrediting body and the program has received or will seek accreditation,
- the program may lead to licensure, but is not restricted to first licensure for a profession,
- the program is designed for, and admits only, licensed professionals, and is intended to expand the scope of practice of the licensed profession, or
- the program is designed for a professional practitioner to enhance their career options within that profession.

Post-Baccalaureate degrees that meet the criteria above and receive such a designation by a campus, with affirmation by the Executive Vice President and Provost, are not

³⁰ SOURCE: Executive Graduate Council Minutes 10-18-79. Edits approved by the Executive Graduate Council 11-30-11, 04-25-2018.

³¹ SOURCE: Executive Graduate Council Minutes 04-03-75, edits approved by the Executive Graduate Council 11-30-11.

³² SOURCE: Letter from Executive Vice President to Chancellors 02-01-82 Edits approved by the Executive Graduate Council 11-30-11, 10-26-22.

administered by the University of Nebraska Graduate College and do not go through the Graduate College review process. Any other post-baccalaureate degree is to be considered a graduate degree and subject to the Bylaws and Policies of the University of Nebraska Graduate College and granted the benefits of affiliation with the Graduate College and respective graduate studies offices. If a proposed degree (with the exception of Expedited Certificates) is deemed a professional degree but does not have an accrediting body or has yet to be accredited, clear alignment with the curricular requirements of the body to which professional accreditation is being sought or evidence of a rigorous external review (similar to the EGC process for graduate degrees) will be required prior to submittal for Board of Regents approval.

3. **Certificates**³³. The certificate at the graduate level may be either post-baccalaureate level or post-master and is intended to indicate a given level of proficiency in a specific area where there is an established need, just as master and doctoral degrees do—not that a given number of credit hours have been earned.
4. **Format for Graduate Degrees**. The heading shall read “The University of Nebraska.” There shall be a subsidiary heading reading “Graduate College.” Following the subsidiary heading shall be a paragraph reading “This diploma makes known that the Board of Regents of the University of Nebraska upon the recommendation of the Graduate Faculty and by authority of the statutes of the State has by its officers specially authorized hereto conferred the degree.”
 - a. The above paragraph will be followed by the formal name of the degree and by the word “upon” and by the full name of the degree recipient. The degree recipient’s name will be followed by the statement “who is entitled to enjoy all the rights, honors, and privileges pertaining to that degree.”
 - b. A paragraph reading “in testimony whereof we have hereunto subscribed our names and caused the seal of the said Board to be affixed this_____ day of 20__.”
 - c. The seal of the University will be in the lower left-hand corner, the word “attest” will appear after the seal and following this word will appear the signatures and printed titles of the corporation secretary of the Board, the chairman of the Board, and the President of the University.
 - d. Across the bottom of the diploma will be printed the names of the four campuses of the University in the following order: The University of Nebraska–Lincoln, The University of Nebraska Medical Center, The University of Nebraska at Omaha, The University of Nebraska at Kearney. (See also [Appendix 5](#))

B. Expedited Review of Proposed New Graduate Certificate Programs³⁴

Under certain circumstances proposed new Certificate Programs would receive expedited review and approval. This would involve review by the Campus Graduate Council and the Council of Academic Officers, with final approval by the Executive Vice President and Provost, and President.

For a program to be considered for expedited review and approval, it must meet the following requirements:

1. The proposed certificate must be a reasonable extension of an existing masters or doctoral program in that it uses existing courses.

³³ SOURCE: Edits approved by the Executive Graduate Council 11-30-11.

³⁴ SOURCE: Policy approved by Board of Regents on July 15, 2000. Edits approved by the Executive Graduate Council 11-30-11, 04-25-2018.

2. The proposed certificate would require at least 12-15 hours of work past the bachelor's degree but no more than 20 hours. A core of required or elective courses must be in the department/program offering the certificate; however, there could be an opportunity for graduate students to take up to one-third of the program in optional or elective courses in collateral departments of relevant disciplines, consistent with the requirements of the existing program.
3. The proposed certificate would be a repackaging of existing graduate courses, requiring no additional or reallocated resources to support the program. The proposal would have to demonstrate the availability of internal capacity to offer the certificate.
4. The proposal would need to show evidence of demand and that the proposal is being responsive to a demonstrated need in the university or community. However, the justification would not need to be as elaborate as that required for a completely new degree program.
5. Following approval of such a new Certificate Program, the action will be reported to the Board of Regents at the next meeting.
6. For document templates to request an Expedited review, contact the campus Academic Affairs office.

II. POLICY ON THE PURSUIT OF GRADUATE DEGREES AT THE UNIVERSITY OF NEBRASKA BY FACULTY HOLDING THE RANK OF ASSISTANT PROFESSOR OR ABOVE (OR EQUIVALENT) ³⁵

While it is not the intention of the University of Nebraska to deny access to graduate education to any qualified person, the University is concerned about possible conflict of interest, or even the appearance of such a conflict, when faculty members of this University pursue advanced degrees in its Graduate College.

Therefore, a member of the faculty in an instructional department who holds the rank of assistant professor or above or equivalent rank, or a member of the faculty in an instructional department who holds an appointment for a specific term, or a member of the administrative staff holding the rank of assistant professor or above, may pursue an advanced degree in the Graduate College only after receiving special permission from the person's academic dean or administrative supervisor and from the campus Graduate Council responsible for the program which he or she wishes to pursue. The advanced degree cannot be in the person's own department or area or in a closely related department or area. Whether a second department or area is too closely related to the person's own department shall be determined by the Dean for Graduate Studies of the campus involved in consultation with the Graduate Committees of the two departments or areas.

Permission may be granted to pursue an advanced degree in the equivalent department on another campus of the University of Nebraska.

The Graduate Faculty status of a person who is a member of the Graduate Faculty must be suspended when the person receives permission to pursue an advanced degree in the Graduate College of the University of Nebraska. However, with the permission of the appropriate campus Dean for Graduate Studies and the appropriate Graduate Committee, such persons shall be eligible to continue to teach graduate courses, supervise graduate students at the master's degree level, and serve on graduate supervisory and examining committees. Such permission must be obtained before starting such a program and annually after entering the

³⁵ SOURCE: Approved by the Executive Graduate Council at the May 8, 1984, Special Meeting. Edits approved by the Executive Graduate Council 04-28-2018, Edits removing requirement to re-vote on Graduate Faculty Status approved by Executive Graduate Council March 28, 2025.

program. Upon completing or withdrawing from such an advanced degree program, the original Graduate Faculty status shall be reinstated.

III. GRADUATE STUDENTS

Graduate Students Defined. Full-time graduate students at the University of Nebraska shall be defined as graduate students enrolled for at least 9 credit hours during an academic semester or 9 credit hours total during summer sessions irrespective of whether or not the student holds a graduate assistantship³⁶.

A. Veterans Administration - Certification of Graduate Students

Graduate students requiring certification as full-time students must be enrolled for at least nine credit hours during an academic semester or an equivalent of nine credit hours or full-time during summer sessions, whether or not the student holds a graduate assistantship. With approval of the Dean for Graduate Studies, students in the final semester of a master's degree program, or Candidates for doctoral degrees, registered for fewer than the minimum hours required for a full program may be granted full-time status provided they are not employed more than 22 hours per week (half-time).

B. Undergraduate Student Approval for Graduate Courses³⁷

Seniors at an accredited institution who have obtained in advance the approval of the appropriate campus Dean for Graduate Studies may receive up to 12 hours of credit for graduate courses taken at any campus of the University of Nebraska System in addition to the courses necessary to complete their undergraduate work. Students in an established accelerated master's program at any University of Nebraska campus may begin their graduate enrollment as a junior.

Undergraduate students with a major in Mathematics and at least junior standing may take up to 21 hours of 800 or 900 graduate credits (including the 12 hours permitted for all students) in mathematics if they are making good progress towards their degree across all requirements, maintaining a minimum GPA of 3.0, and have the permission of the Department Chair, Dean of the College of Arts and Sciences, and campus Graduate Studies Dean. Students must establish a written course plan with their advisor.

C. Simultaneous Matriculation³⁸

Normally, no graduate student may be a degree-seeking student in more than one graduate program at the University of Nebraska, unless enrolled in an approved dual-degree program. Any exceptions must have prior approval of every Graduate Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned. When there is approved simultaneous matriculation, the same course credit will not be accepted for more than one degree without prior approval of every Graduate Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned. This applies only to degree programs and does not apply to certificate programs.

D. Students Admitted to Professional Colleges or Programs³⁹

Students admitted to professional colleges or programs at the University of Nebraska may

³⁶ SOURCE: Executive Graduate Council Minutes 03-18-76. Edits approved by the Executive Graduate Council 11-30-11, 04-25-2018.

³⁷ SOURCE: Executive Graduate Council Minutes 09-26-74, Revisions to 9 credit hours for full-time status in the summer term and special permissions for undergraduate Mathematics majors approved by Executive Graduate Council March 28, 2025.

³⁸ SOURCE: Approved by the Executive Graduate Council 03-19-92.

³⁹ SOURCE: Executive Graduate Council Minutes 02-27-75. Edits approved by Executive Graduate Council 10-26-22.

enroll in up to 9 credit hours of graduate-level courses (800- and 900-series) with the approval of the dean of the college that administers their program, the instructors for the graduate courses, and the campus Dean for Graduate Studies. In exceptional circumstances registrations above 9 credit hours may be permitted subject to the same approval. Reciprocal arrangements permitting students admitted to the Graduate College to enroll in courses offered in the professional colleges should be encouraged.

- E. Procedure for a Graduate Student to participate in the commencement ceremony on a Campus other than that where the Degree is Based⁴⁰
1. The student submits a request to the Dean of the Graduate College, stating in which campus commencement ceremony they would like to receive the degree.
 2. When making formal application for the degree, the student should indicate the campus ceremony in which they would like to receive the degree.
 3. Campus Deans for Graduate Studies are to resolve the mechanics to comply with the request. These arrangements should include the following:
 - a. Each student graduating under these circumstances shall be so noted in the program and commencement script with a statement similar to the one formulated for the December 1977 UNO commencement as follows:

“A degree awarded on the recommendation of the Graduate Faculty in (major department) at the University of Nebraska (–Lincoln, at Omaha, at Kearney or Medical Center) in cooperation with the Graduate Faculty in (major department) at the University of Nebraska (–Lincoln, at Omaha, at Kearney, or Medical Center).”

ALL COMMENCEMENT PROGRAMS SHOULD INCLUDE THE STATEMENT THAT: “ALL GRADUATE DEGREES ARE UNIVERSITY OF NEBRASKA DEGREES.”
 4. Such requests apply only to the commencement ceremony and do not apply to campus-specific hooding (outside of regular commencement hooding) or convocation ceremonies.
- F. Intercampus Registration Process
1. To initiate intercampus registration:
 - a. Student must file an intercampus registration form.
 - b. Host campus must flag that student’s record to assure communication with home campus.
 2. Description of Process
 - a. Host campus registrar sends a copy of the intercampus registration forms to host campus graduate office.). This will allow the graduate office to flag the records of those students.
 - b. During the semester, each campus registrar sends information to the graduate office on their campus indicating the courses for which intercampus graduate students are registered. The graduate office will forward this information to the home campus graduate office so that the home campus office can maintain a record of courses in which a student is enrolled on other campuses.
 - c. At the end of the semester, a grade record is sent to the graduate office on the

⁴⁰ SOURCE: Executive Graduate Council Minutes 03-16-78. Edits approved by the Executive Graduate Council 11-30-11.

campus in which the courses were completed. The host campus graduate office will request the registrar to send a transcript to the home campus graduate office at that time. This is done without charge.

- d. The home campus graduate office will then pass on the host campus transcript to the registrar on the home campus and request that the information be entered officially on the student's transcript as it is maintained on the home campus.

G. Policy on Summer Tuition Remission for Graduate Assistants⁴¹

Any graduate assistant who is employed for one-third FTE or more during both semesters of an academic year may be eligible to receive tuition remission during the subsequent summer. Any graduate assistant who is employed for one-third FTE or more during only one semester of the preceding academic year may be eligible to receive reimbursement of summer session tuition, provided he or she is employed as a graduate assistant for one-third FTE or more during the following fall semester. Any graduate assistant who is employed for one-third FTE or more during the summer may also be eligible for tuition remission during that same summer.

1. Any graduate student who drops below five credit hours in summer sessions will lose their eligibility for Social Security and Medicare tax exemptions⁴².

Out-of-State Graduate Students. Graduate students registered for thesis work who have qualified as Nebraska residents while in attendance at the University and who are earning thesis credit while residing in a state other than Nebraska shall continue to be considered as residents for tuition purposes⁴³.

H. Retention of Materials used in the Academic Evaluation of Students⁴⁴

Faculty members must decide either: (1) to retain custody for at least 30 days after the end of the semester of materials, such as examinations, term papers, and written or creative assignments, used in the academic evaluation of their students, or (2) to make reasonable efforts to return such materials to the student's custody.

If a faculty member decides to retain custody of some or all the materials used in the academic evaluation of a student, the faculty member must exercise reasonable care to maintain such materials for at least thirty days after notice of the student's final course grade has been transmitted from the appropriate campus.

This does not mean that the faculty member must retain such materials and records. The faculty member has the option of returning some or all such materials to the student's custody. However, it is then the faculty member's responsibility to make reasonable efforts to ensure that the materials are either given to the student personally or returned to the student electronically or by mail.

In any event, after the expiration of the aforementioned thirty-day period, the faculty member may dispose of the academic evaluation materials for any student who has not filed an appeal of their grade, or who has not been granted an extension of time for the filing of such an appeal, or who has not challenged the accuracy of their educational records under the Family Educational Rights and Privacy Act (FERPA).

Once a faculty member has been notified of a student's intent to file a grade appeal in a

⁴¹ SOURCE: Issued by the Executive Vice President and Provost 03-18-82

SOURCE: Executive Graduate Council Minutes 10-21-82

⁴² SOURCE: Federal Tax Code, Rev. Proc. 2005-11. Edits approved by the Executive Graduate Council 11-30-11.

⁴³ SOURCE: Minutes of the Board of Regents 06-10-59, Page 289 Legal Opinion from Richard Wood, General Counsel 12-09-80.

⁴⁴ SOURCE: Policy Memorandum Issued by Executive Vice President for Academic Affairs 10-13-81 Edits approved by the Executive Graduate Council 11-30-11.

particular course, or once the appeal process has been initiated, or once a challenge has been initiated under FERPA, the faculty member is obligated to exercise extraordinary care for the materials in the faculty member's custody relating to that student's grade in that course, until such time as the appeal has been finally resolved.

It should be understood that the standards incorporated within this policy, including the thirty-day time frame, are minimum standards. Individual campuses, colleges or departments may, at their discretion, adopt more stringent policies for the retention of materials, provided such policies conform to the procedures outlined above.

IV. RULES FOR NON-TRADITIONAL WORKSHOPS, SHORT-TERM COURSES, AND SPECIAL SEMINARS OFFERING GRADUATE CREDIT

A. Background⁴⁵

From time-to-time arrangements are made to offer graduate credit in conjunction with a workshop or conference. In the past, there has been no consistent practice with respect to providing information in brochures or other material describing the requirements that must be met by a student who wishes to earn graduate credit for participation in the particular workshop or conference in question.

B. Policy Statement⁴⁶

In all instances where graduate credit is offered for participation in a workshop or conference, all brochures and advertisements shall include a statement indicating if any additional requirements are necessary to receive credit and the name of a responsible contact person.

All such brochures and advertisements must be approved by the campus Dean for Graduate Studies responsible for the program.

C. Rules for all Non-Traditional Courses Offered for Graduate Credit by a Unit of the University of Nebraska⁴⁷

The following are rules for all non-traditional courses offered for graduate credit by any unit of the University of Nebraska. Individual campuses of the University may develop more detailed policies, but they must conform to the rules given below. The intent of these rules is to assure that all courses offered for graduate credit will meet all standards of quality prescribed by the Graduate College of the University of Nebraska.

1. General Rules

- a. Approval of all courses to be offered for graduate credit by any unit of the University of Nebraska is the responsibility of the appropriate campus Graduate Council or its designee. Recommendation for such approval shall be obtained, at a minimum, from the academic program, campus Graduate Council, and the campus Dean for Graduate Studies.
- b. The offering of an approved course shall be under the authority of the academic program.
- c. All courses shall be equivalent in the following respects:

⁴⁵ SOURCE: Edits approved by the Executive Graduate Council 11-30-11.

⁴⁶ SOURCE: Policy issued by Executive Vice President for Academic Affairs 01-21-82 Edits approved by the Executive Graduate Council 11-30-11.

⁴⁷ SOURCE: Approved by the Executive Graduate Council 04-21-83, revised and approved by the Executive Graduate Council 02-20-92, revision of Section IIB by Executive Graduate Council 04-21-94, edits approved by the Executive Graduate Council 11-30-11.

- i. admission requirements for all students;
- ii. grading system and evaluation standards;
- iii. course requirements that allow for evaluation of student performance;
- iv. access to faculty outside the scheduled course meetings for consultation;
- v. qualification of faculty; and
- vi. reasonable access to materials, facilities, and support.

2. Assignment of Credit Hours for Non-Traditional Credit Offerings

- a. Credit hours will be assigned according to the following minimum requirements regardless of if it is called a course, a workshop, special topics, etc. For each hour of credit there needs to be at least 15 hours in-class instruction. The typical offering is 3 hours per day for 5 days per each graduate credit, i.e., 1 credit in 1 week, 2 credits in 2 weeks, etc.
- b. The other option is for a concentrated 3-day offering for one graduate credit. In this format, the duration of the course shall be at least one week greater than the number of credits offered except for a one-credit offering, i.e., 1 credit over 1 week, 2 credits over 3 weeks, 3 credits over 4 weeks, etc.

D. Off-Campus Graduate Course Offerings⁴⁸

For all University campuses, any regularly scheduled campus course or approved online course (exclusive of non-traditional courses), taught by authorized graduate faculty of the University of Nebraska, can be considered for approval to be taught at an off-campus site without special course designation.

V. RULES FOR NON-GRADUATE FACULTY TEACHING GRADUATE COURSES ⁴⁹

Unusual circumstances may arise in which a department wishes to assign, on a limited basis, the teaching of a course for graduate credit to a staff member who (1) is not a member of the Graduate Faculty and (2) does not qualify for Graduate Faculty Associate status. In such cases, special permission may be given by the campus Graduate Studies Dean. Such permission must be limited to a specific course or courses and must be effective only for a specific time period, not to exceed one semester. A first extension, for a maximum of one additional semester, must be approved by the campus' Graduate Council. Any further extension of the special permission must be approved (each semester) by the Executive Graduate Council.

VI. GUIDELINES FOR GRADUATE PROGRAMS

A. Guidelines for Submission and Process of Evaluation of New or Modified Graduate Programs

For document templates to request New Program Proposals, Modifications to Existing Programs, or Program Discontinuation, contact the campus Academic Affairs office.

1. Introduction

Evaluation of new graduate programs will emphasize the capacity and the potential for the development of a high-quality program. Other aspects of the review will focus on the relationship of the proposed program to the overall mission of the campus, the resources that will be necessary to develop a program of high quality and the need for the program,

⁴⁸ SOURCE: Executive Graduate Council Minutes 10-17-91 Edits approved by the Executive Graduate Council 11-30-11.

⁴⁹ SOURCE: Executive Graduate Council Minutes 11-17-83; Edits approved by the Executive Graduate Council 10-26-22.

both with respect to opportunities for future employment and with respect to the impact of the proposed program on existing campus or University-wide academic programs.

All new academic programs must be approved by the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education prior to their being established or offered. Requests for new graduate programs are initiated at the departmental, unit or program level. Each request is reviewed at several levels prior to submission to the Board of Regents for approval. For the purposes of this policy, the term “academic program” shall mean a degree, major, certificate, diploma, or equivalent curriculum. Programs proposing new “Certificates in Course” should be handled in the same way as proposed new programs.

2. *Modification of Existing Programs*

Programs undergoing significant modifications, which do not involve the establishment of a new degree, will be submitted to the appropriate campus Graduate Council, which, in consultation with the Dean for Graduate studies, will decide whether the changes are major or minor. Minor changes (i.e., items that do not have to go to the Board of Regents) will be reviewed only by the campus Graduate Council. Major changes (i.e., items that must go to the Board of Regents) may need to be treated in a manner similar to that for new proposals and should be forwarded to the Dean of the Graduate College for consideration. The Dean will then determine which procedures are applicable to the particular proposal. Name changes must go to the Board of Regents.

3. *Review Process for New Programs*

The department or unit initiating a request for a new program should prepare a proposal providing details of the program, and any other material that might be of value in supporting the request and should submit this information through appropriate campus channels to the campus Graduate Dean(s) for review by the campus graduate council.

It should be noted that proposals prepared according to these guidelines may be submitted to the Nebraska Coordinating Commission for Postsecondary Education in the same format, following approval by the Board of Regents. This will then avoid duplication of effort in preparing program submission materials that are duplicative, but with differing formats.

4. Program Proposal Format will follow the guidelines of the CCPE⁵⁰.

[CCPE Legal and Regulatory Commonly Requested Forms and Documents](#)

5. Additional Considerations for the Formulation of Cooperative and Joint Degree Programs

- a. “Cooperative programs” shall refer to those academic program organizations whose primary home is a department or unit on one campus (UNL, UNO, UNMC, UNK), with formally affiliated graduate faculty from more than one campus. The formally affiliated graduate faculty may be from the same discipline department on another campus and provide one or more specialization options to the graduate program. Proposals for cooperative programs should be approved by the Graduate Council, campus Graduate Dean, and campus channels on the campus of the primary home department before submission to the Dean of the Graduate College.
- b. “Joint programs” shall mean programs offered and administered jointly by more than one department or unit located on more than one campus. In terms of the

⁵⁰ SOURCE: Edits approved by the Executive Graduate Council 11-30-11, 04-25-18, 03-28-25.

governance of the graduate program, the units participate equally in a single Graduate Committee. For a joint program, students may apply to any campus offering the program and be awarded the diploma at the commencement at the campus of their choice.

Proposals for joint programs should be approved by the respective Graduate Councils, Graduate Studies Deans, and campus channels on all campuses which are to be offering the program before submission to the Dean of the Graduate College.

- c. A proposal for either a Cooperative or a Joint program should describe the rationale for the establishment of the program. Particular attention should be paid to the governance of the proposed program, including the composition of the Graduate Committee, the selection process for committee members and the overall coordination of the program. The proposal should also describe how faculty affiliated with the program will be identified and approved for participation in the program.
- d. Mechanisms should be described that facilitate the registration of students and the cross-campus development of curricula as the program is developed. The proposal should describe how students are provided with ready access to the core curriculum. The proposal should describe the process for making changes to the curricula for cross-campus consistency. The program description should also make clear the extent to which faculty or students will be required to travel between campuses to provide access to courses essential to the degree program⁵¹.

B. EGC Review Cycle for Proposed New Graduate Programs^{52,53}

The Executive Graduate Council review of a proposed new program begins upon receipt of a proposal by the Office of the Executive Vice President and Provost, together with a list of nominees for external evaluation of the program after the campus Graduate Council has approved the proposal.

The outside review team is selected by the Dean or a designee, using the list of possible external reviewers. The Dean, or designee, is free to seek additional names from other sources, such as officers of professional societies in the discipline or distinguished faculty or administrators at other institutions.

The schedule for the outside review team is coordinated through the Office of the Executive Vice President and Provost. A package of materials, including the program proposal and any supplementary materials requested by the review sub-committee, and any materials describing the University (role and mission statements, catalogs, etc.) is assembled by the Office of the Executive Vice President and Provost and disseminated to the review team, along with a charge.

Review team members have an entry meeting with the Graduate College Dean, and subsequently meet with relevant campus Graduate Studies Dean(s), academic Dean(s), Vice Chancellors, program coordinators/directors, proposed program faculty, current and/or potential students, and community stakeholders. Review team exit interviews are held with the Executive Graduate Council and the Graduate College Dean.

The written consultant report is sent to the Dean, who then sends copies to the campus Dean(s) for Graduate Studies, academic Dean(s), academic Vice Chancellor(s), and

⁵¹ SOURCE: Edits approved by the Executive Graduate Council 11-30-11, 04-25-2018.

⁵² SOURCE: Edits approved by the Executive Graduate Council 11-30-11, 04-25-2018.

⁵³ For document templates to request New Program Proposals, Modifications to Existing Programs, or Program Discontinuation, contact the campus Academic Affairs office.

Department Chairperson(s) or Program Director(s). The Graduate Studies Dean(s) shall prepare a response, and if substantial changes are suggested by the review team, the department, unit, or program should prepare an amended proposal and resubmit this to the campus graduate dean for eventual transmission to the Dean of the Graduate College and Executive Graduate Council.

The proposal shall be considered for the consent of the Council of Chief Academic Officers and forwarded to the Executive Graduate Council. Assuming approval at each of these levels, the Executive Vice President and Provost will then forward the proposal to the Board of Regents requesting their approval. Finally, the program will be sent to the Nebraska Coordinating Commission for Postsecondary Education for its consideration. The program cannot be initiated until the Commission's approval is obtained.

C. Process for Monitoring Graduate Program Reviews⁵⁴

Each graduate program must be periodically reviewed by the campus from which the program originates. Normally, the campus review of a graduate program occurs at the time of the review of the department which offers it. In cases of a program offered jointly, the process of periodic review (normally, every five to seven years) must be determined when the program is created. The Coordinating Commission also requires periodic review with specific data requirements for average number of degrees awarded.

The use of a standardized form for presentation of the program review summaries will facilitate the review of the programs and minimize the need for requesting additional information from departments for the Graduate Dean or the Coordinating Commission.

[CCPE Legal and Regulatory Commonly Requested Forms and Documents](#)

D. Procedures for the Deletion or Consolidation of Graduate Programs

1. Principles

The following principles should be considered in the deletion, consolidation, or contraction of graduate programs:

- a. The pursuit of graduate degrees is based fundamentally on the search for new knowledge.
- b. Graduate education provides basic principles which students may apply to unforeseeable challenges.
- c. Teachers of graduate students should engage actively in research and in the dissemination of the results of their research.
- d. In general, graduate programs cannot be considered independently. Many of the programs considered for deletion or consolidation are undergraduate or professional programs with a closely associated graduate program. A complex interrelationship frequently exists among the programs.
- e. Reasons for deletion or consolidation may include lack of need or demand for graduates (local, state or national); substandard quality; lack of adequate faculty or decline in quality of faculty; lack of adequate library holdings, laboratories or physical facilities; unnecessary duplication; transfer of a department or unit between colleges; lack of adequate financial support or a financial exigency; substantial increase in cost to continue program; or substantial savings affected by consolidation.

⁵⁴ SOURCE: Edits approved by the Executive Graduate Council 11-30-11, 04-25-2018, 10-26-22.

- f. The overall importance of each program must be considered within the context of the role and mission of each campus as promulgated by the Board of Regents.
2. Procedures
- a. Initiation of Deletion or Consolidation Proceedings

Proceedings may be initiated by a Graduate Committee; a departmental Chairperson; an academic Dean; a campus Graduate Studies Dean; a campus Graduate Council; the Executive Graduate Council; an academic Vice Chancellor; a Chancellor; the Dean of the Graduate College; or the President.
 - b. Notification of the Initiation of Deletion or Consolidation Proceedings

Any recommendation for deletion or consolidation shall be forwarded by the initiating party to Graduate Committee chairpersons of all affected graduate programs and the campus Graduate Council for consideration, review, and recommendation. The departmental Chairperson of the affected program; the academic Dean; the campus Graduate Dean; the Academic Planning Committee or its equivalent; the Executive Graduate Council; the academic Vice Chancellor; the Chancellor; and the Dean of the Graduate College shall also be notified of this action.
 - c. Campus Review by Standing or Ad Hoc Groups

Any review concerning deletion or consolidation of graduate programs is most appropriately conducted at the campus level. These procedures ensure adequate representation by the campus Graduate Council, and appropriate consideration of the graduate component in any such review process, in accord with established campus procedures. If a standing committee is empowered by campus Bylaws or legal contract to conduct a review of all programs to be considered for such deletion or consolidation, then that committee should consider the full merits of the case made for deletion or consolidation of the identified graduate programs. If such a standing committee does not exist, any ad hoc review committee established by the Chancellor should include at least one representative of the campus Graduate Council and the campus Graduate Studies Dean. Either the standing or ad hoc review committee shall assure appropriate input from the campus Graduate Studies Dean, the campus Graduate Council, and the affected graduate programs on the status and quality of graduate programs it is reviewing.
 - d. Review by the Campus Graduate Council

The appropriate campus Graduate Council shall make a recommendation to the Executive Graduate Council with regard to the proposed deletion or consolidation. In order to do that, the campus Graduate Council must perform a review of the program if it considers other reviews and data to be inadequate. An outside team of visiting scholars may be requested to review a program that is proposed for deletion or consolidation. The team will be appointed by the campus Graduate Studies Dean in consultation with the academic Dean and Chairperson of the affected graduate program. The campus Graduate Council representative on any review committee shall report the results of deliberations on deletion or consolidation of graduate programs to the campus Graduate Council. After appropriate review, the campus Graduate Council shall submit its recommendation to the campus Graduate Studies Dean. The recommendation shall be forwarded to the Chancellor and the Graduate College Dean for transmission to the Executive Graduate Council; copies of the recommendation shall be forwarded to the Academic Planning Committee or its equivalent; the academic Dean; and the Academic Vice Chancellors.

e. Review by the Executive Graduate Council⁵⁵

The Executive Graduate Council shall receive the recommendation from the Dean of the Graduate College for review. The recommendation of the Executive Graduate Council will be forwarded to the Dean of the Graduate College for transmission to the President and the Board of Regents.

FURTHER INFORMATION: Consult next section for Guidelines.

E. Guidelines for the Deletion or Consolidation of Graduate Programs⁵⁶

The Executive Graduate Council approved at its February 19, 1987, meeting the Procedures for the Deletion/Consolidation of Graduate Programs. The Executive Graduate Council adopted guidelines for the deletion/consolidation of graduate programs at its meeting on January 22, 1987. The Executive Graduate Council will utilize these guidelines in its evaluation of proposed deletion/consolidation of graduate programs.

For document templates to request New Program Proposals, Modifications to Existing Programs, or Program Discontinuation, contact your campus Academic Affairs office.

VII. GENERAL APPEAL PROCEDURES FOR ACADEMIC MATTERS CONCERNING GRADUATE STUDENTS

A. Appeal of General Academic Matters Related to Student Programs

1. Graduate students holding admission with unclassified status in the Graduate College, admission with a master's objective, or admission with a doctoral objective (but prior to the appointment of a doctoral supervisory committee) should appeal as follows:
 - a. Initially, the appeal should be submitted to the student's adviser.
 - b. If denied, the appeal may be submitted to the Departmental or Interdepartmental Area Graduate Committee administratively responsible for the student's graduate program.
 - c. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see Sections 5-7).
2. Graduate students holding admission with a doctoral objective in the Graduate College and for whom a doctoral supervisory committee has been appointed should appeal as follows:
 - a. Initially, the appeal should be submitted to the student's adviser.
 - b. If denied, the appeal may be submitted to the student's supervisory committee.
 - c. If denied, the appeal may be submitted to the Departmental or Interdepartmental Area Graduate Committee administratively responsible for the student's graduate program.
 - d. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally,

⁵⁵ SOURCE: Approved by the Executive Graduate Council 02-19-87, 2-19-97, 04-25-18, 03-28-25.

⁵⁶ SOURCE: Approved January 22, 1987, DATE OF LAST REVISION: January 1988.

this will be the final appeals body (for exceptions, see Sections 5-7).

3. When a student's graduate program consists of registrations essentially or entirely on one campus, the Graduate Council of the campus administratively responsible for the program will constitute the appeal board. When a student's graduate program includes substantial registrations on a campus other than the one administratively responsible for the program, three members of the Graduate Council for the other campus will be designated by the Dean for Graduate Studies on that campus to augment the Graduate Council on the campus administratively responsible for the program. In this case, the augmented Council will constitute the appeal board. The decision concerning augmentation of a campus Graduate Council for a specific appeal involving registrations on a campus other than the one administratively responsible for the student's program will be made by the Deans for Graduate Studies on the campuses involved.
4. In all cases, appeals should be made in writing to the appropriate adviser, Committee, or Council.
 - a. In those cases where the appeal concerns graduate-level qualifying exams, comprehensive exams, or final oral exams, the following deadlines must be observed. It is the responsibility of the student to make reasonable efforts to ascertain the results of the examination within thirty business days after its completion.
 - b. The initiation of the appeal, in writing, by the student must be filed within thirty business days following the student's receipt of notification of the evaluation.
 - c. In those cases involving an appeal of termination of program, an initiation of the appeal, in writing, by the student must be filed within thirty business days following the student's receipt of the official written notification by the campus Office for Graduate Studies.
5. There is no absolute right of appeal to the Executive Graduate Council. The Executive Graduate Council will accept appeals only in those cases where in the exercise of its sole discretion it shall first find that one or more of the following grounds for accepting the appeal exist:
 - a. That the campus Graduate Council has violated some element of fair procedure (example: has failed to allow the parties concerned to present their cases fully to their campus Graduate Council);
 - b. That the campus Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;
 - c. That the campus Graduate Council has given undue weight to evidence not pertinent to the case; or
 - d. That some gross miscarriage of justice would be perpetrated if the decision of the campus Graduate Council is allowed to stand.

A decision by the Executive Graduate Council not to accept jurisdiction of an appeal shall be final and is not subject to further appeal.

6. Appeals to the Executive Graduate Council must be made in writing and must specifically outline the grounds for the appeal. Such appeal must be made within

twenty (20) business days of the day the decision of the campus Graduate Council is received.

- a. The Executive Graduate Council must make a decision to hear the appeal or not to hear the appeal within thirty (30) business days after receipt of the appeal. Acceptance or denial of jurisdiction over the appeal will be made in writing.
 - b. The decision of the Executive Graduate Council on the merits of the case will be made and transmitted to the concerned parties within forty (40) business days after the decision to hear the appeal.
7. No person who was a member of the department or campus Graduate Council involved in the case will be eligible to participate in the decisions of the Executive Graduate Council either to decide whether the case should be heard or to decide the merits of the case. However, the Dean for Graduate Studies may replace members of the Executive Graduate Council not eligible for participation in the decision to hear the appeal or in the appeal itself.

B. Appeal of Grades in Graduate-Level Courses⁵⁷

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered. If the matter is not resolved, the student may file an appeal in writing to the campus Dean for Graduate Studies who shall inform the student of the grade appeal procedures approved by the Graduate Faculty or by their duly elected representative Graduate Council for that campus and shall forward the appeal to the student-faculty committee or council which is designated to hear graduate-level course grade appeals on that campus. Since awarding grades in courses occurs at the individual campus level, the decision of the campus committee or council designated to hear the case on behalf of the campus Graduate Faculty shall be final and is not subject to further appeal.

C. Denial of Admission

There is no right to due process hearing with respect to denial of admission of a graduate student. Therefore, there is no need for an appeal procedure for applicants for graduate programs.

⁵⁷ SOURCE: Approved by the Executive Graduate Council 12-11-80, amended by the Executive Graduate Council 03-18-82, revision to business days approved by the Executive Graduate Council 03-28-25.

Appendix 1: Post-Baccalaureate Professional Credentials (Degrees) _____

University of Nebraska at Kearney

University of Nebraska-Lincoln

Doctoral Degrees

Doctor of Plant Health

Doctor of Veterinary Medicine (jointly with Iowa State)

Master's Degrees

Master of Architecture

Master of Science in Athletic Training

Professional Degrees

Juris Doctorate in Nebraska College of Law

University of Nebraska Medical Center

Doctoral Degrees

Doctor of Dental Surgery (DDS)

Doctor of Dental Surgery Advanced Standing (DDSA)

Doctor of Medical Sciences (DMSc) Doctor of Medicine (MD)

Doctor of Nursing Practice (DNP)

Doctor of Nutrition and Dietetics (DND)

Doctor of Occupational Therapy (OTD) Doctor of Pharmacy (PharmD)

Doctor of Physical Therapy (DPT) Doctor of Public Health (DrPH)

Master's Degrees

Master of Diagnostic Cytotechnology (MDC)

Master of Genetic Counseling (MGC)

Master of Health Administration (MHA)

Master of Medical Nutrition (MMN)

Master of Perfusion Science (MPS)

Master of Physician Assistant Sciences (MPAS)

Master of Public Health (MPH)

Master of Science in Nursing (MSN)

Post-bachelor's Certificates associated with Professional Degrees (associated professional degree in parentheses)

Applied Biostatistics (MPH-Biostat)

Infectious Disease Epidemiology (MPH-EPI)

Emergency Preparedness (MPH-EP)

Occupational Health and Safety (MPH-ENV)

Public Health (MPH)

Advanced Education in General Dentistry (dental residency)

Dental Endodontics (dental residency)

Dental Orthodontics (dental residency)

Pediatric Dentistry (dental residency)

Dental Periodontics (dental residency)

Medical Nutrition (Master of Medical Nutrition)

Nursing Certificate (Post Master's Nursing)

University of Nebraska at Omaha

Appendix 2: Graduate Faculty Application



Nomination for Graduate Faculty

University of Nebraska Graduate College

Graduate Faculty Responsibilities:

The Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, and chair or serve as voting members on examining committees and supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental program.

Graduate Faculty Criteria:

The following requirements for the nomination of Graduate Faculty were adopted by the Graduate Faculty to establish consistent standards for faculty members eligible for appointment. A faculty member nominated must meet the following minimum requirements:

1. Hold the rank of Senior Lecturer (Instructor at UNMC), Assistant Professor, or equivalent or above.
2. Hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Committee of the nominee's department/school or interdepartmental area.
3. Be actively involved in scholarly activity and/or graduate teaching as part of their regular duties.
4. Have demonstrated clear evidence of continuing scholarly activity and potential in the discipline. Such research/creative activity should be of a quality that would be recognized nationally within the discipline and may include the creation of new knowledge or innovative application of existing knowledge.

I. IDENTIFICATION AND CONTACT INFORMATION

Name of Nominee	_____	NU ID Number	_____
Department	_____	Academic Rank	_____
College or Division	_____	UNK/UNL/UNMC/UNO	_____
Campus Mailing Address	_____	Campus Phone No.	_____
Room No., Building Name (fully typed out), Campus Zip			

II. HIGHEST DEGREE EARNED

Highest Earned Degree	_____	Major Field	_____
Year Conferred	_____	Institution Granting	_____

Title of dissertation (or thesis) for terminal degree:

Description of other scholarly or creative project for terminal degree:

If the highest degree earned, as described above, is not the degree normally considered terminal in the nominee's academic discipline, what is? _____ Describe in detail the basis on which this nominee is recommended as having the clear equivalent of that degree and provide supporting materials.

III. INVOLVEMENT WITH GRADUATE STUDENT RESEARCH AND GRADUATE TRAINING
--

In what way(s) is the nominee to be actively involved with graduate student research as part of their regular duties?

In what department or interdepartmental area?

In what way(s) is the nominee to be actively involved with graduate teaching as part of their regular duties?

In what department or interdepartmental area?

IV. SCHOLARLY ACTIVITY AND POTENTIAL BEYOND TEACHING

The nominator should summarize the most relevant and strongest evidence of scholarly research and/or creative activity on the part of the nominee. These may include, but are not limited to published manuscripts, creative productions, invited/selected presentations, books, and/or funded scholarly activity, and should emphasize those recognized at the national level.

[illegible]

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V. ENDORSEMENTS

I have seen and assent to material submitted, with the exception of those materials for which I have signed waivers of access.

Nominee

Name

Department or Area

Signature

Date

I am familiar with the training and abilities of the nominee and certify that he or she is fully qualified to carry out the responsibilities of a Member of the Graduate Faculty

Nominator

Name

Department or Area

Signature

Date

I certify that this nomination has been evaluated and recommended by at least two-thirds of the Graduate Faculty in the nominee's department or interdepartmental area or by other procedures in accord with Graduate College guidelines. I am familiar with the training and abilities of the nominee and certify that he or she is fully qualified to carry out the responsibilities of a Member of the Graduate Faculty. I have included above or attached a letter of support, and attached the nominee's CV.

Graduate Faculty in this Department or Interdept. Area

Number recommending this nomination

Number opposing this nomination

Number abstaining

Number not voting

*Total number of Graduate Faculty in
department or area (sum of above)*

Graduate Committee Chair

Name

Department or Area

Signature

Date

I endorse the nomination and certify that the nominee as part of his or her regular duties is to be actively involved in graduate student research and/or graduate teaching. I verify all Graduate Faculty in the nominee's department or interdepartmental area have been given the opportunity to vote on this nomination.

Nominee's Department Chair

Name

Signature

Date

Nominee's Dean or Director

Name

Signature

Date

Approval/Deferral:

Campus Dean for Graduate Studies

- ☐ I approve this nomination and have validated the vote.
☐ I defer this nomination.

Signature

Date

Dean of the Graduate College

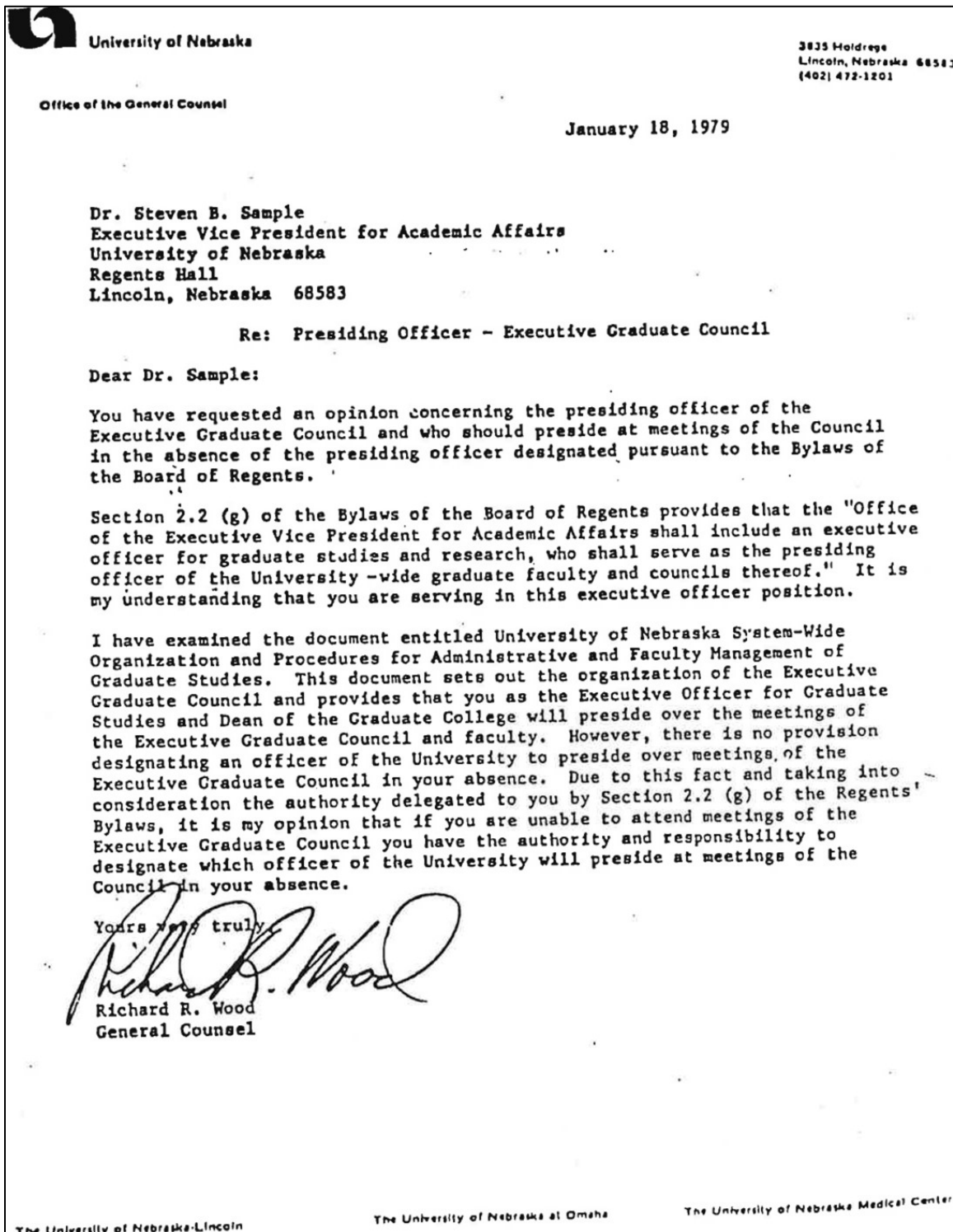
- ☐ I approve this nomination.
☐ I defer this nomination.

Signature

Date

Appendix 3: Legal Opinion, Richard Wood

Original Letter (image)



Letter Text

University of Nebraska
3835 Holdredge
Lincoln, Nebraska 68583
(402) 472-1201
Office of General Counsel

January 18, 1979

Dr. Steven B. Sample
Executive Vice President for Academic Affairs
University of Nebraska
Regents Hall
Lincoln, Nebraska 68583

Re: Presiding Officer - Executive Graduate Council

Dear Dr. Sample:

You have requested an opinion regarding the presiding officer of the Executive Graduate Council and who should preside at meetings of the Council in the absence of the presiding officer designated pursuant to the Bylaws of the Board of Regents.

Section 2.2 (g) of the Bylaws of the Board of Regents provides that the "Office of the Executive Vice President for Academic Affairs shall include an executive officer for graduate studies and research, who shall serve as the presiding officer of the University-wide graduate faculty and councils thereof." It is my understanding that you are serving in this executive officer position.

I have examined the document entitled University of Nebraska System-Wide Organization and Procedures for Administrative and Faculty Management of Graduate Studies. This document sets out the organization of the Executive Graduate Council and provides that you as the Executive Officer for Graduate Studies and Dean of the Graduate College will preside over the meetings of the Executive Graduate Council and faculty. However, there is no provision designating an officer of the University to preside over meetings of the Executive Graduate Council in your absence. Due to this fact and taking into consideration the authority delegated to you by Section 2.2 (g) of the Regent's bylaws, it is my opinion that if you are unable to attend meetings of the Executive Graduate Council you have the authority and responsibility to designate which officer of the University will preside at meetings of the Council in your absence.

Yours very truly,

[Signature]

Richard R. Wood
General Counsel

Appendix 4: Legal Opinion, John Gourley

Original Letter (image)



Central Administration
Office of the
General Counsel

THE UNIVERSITY OF NEBRASKA

3835 Holdrege
Lincoln, Nebraska 68583
(402) 472-1201

April 19, 1978

Dr. Steven Sample
Executive Vice President for
Academic Affairs
University of Nebraska
3835 Holdrege
Lincoln, NE 68583

In re: Interpretation of Regents Bylaw 2.2

Dear Dr. Sample:

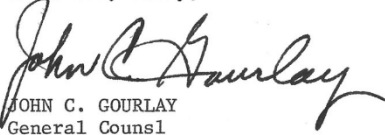
You have called my attention to Regents Bylaw 2.2(g) which provides in part as follows:

"The office of the Executive Vice President for Academic Affairs shall include an executive officer for graduate studies and research, who shall serve as the presiding officer of the University-wide graduate faculty and councils thereof."

In connection with this Bylaw, you have inquired whether if the graduate faculty or any of its councils elect to go into closed session whether under such circumstances the executive officer for graduate studies and research must continue to serve as the presiding officer.

In my opinion, the executive officer for graduate studies and research is required to serve as the presiding officer of the University-wide graduate faculty and councils thereof, irrespective of whether those bodies are in open or closed session. The mere fact that an election is made to have an executive or closed session would not alter the mandate of the Bylaws that the officer continue to serve as its presiding officer.

Yours very truly,


JOHN C. GOURLAY
General Counsel

js

Letter Text

THE UNIVERSITY OF NEBRASKA
Central Administration
3835 Holdrege
Lincoln, Nebraska 68583
Office of the General Counsel

April 19, 1978

Dr. Steve Sample
Executive Vice President for Academic Affairs
University of Nebraska
3835 Holdrege
Lincoln, NE 68583

In re: Interpretation of Regents Bylaw 2.2

Dear Dr. Sample:

You have called my attention to Regents Bylaw 2.2 (g) which provides in part as follows:

"The office of the Executive Vice President for Academic Affairs shall include an executive officer for graduate studies and research, who shall serve as the presiding officer of the University-wide graduate faculty and councils thereof."

In connection with this Bylaw, you have inquired whether if the graduate faculty or any of its councils elect to go into closed session whether under such circumstances the executive officer for graduate studies and research must continue to serve as the presiding officer.

In my opinion, the executive officer for graduate studies and research is required to serve as the presiding officer of the University-wide graduate faculty and councils thereof, irrespective of whether those bodies are in open or closed session. The mere fact that an election is made to have an executive or closed session would not alter the mandate of the Bylaws that the officer continue to serve as its presiding officer.





Yours very truly,

[Signature]

JOHN C. GOURLAY
General Counsel

js

Appendix 5: Sample Degree

<div><div>The University of Nebraska</div><div>GRADUATE COLLEGE</div></div>			
<p>THIS DIPLOMA MAKES KNOWN THAT THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA UPON THE RECOMMENDATION OF THE GRADUATE FACULTY AND BY AUTHORITY OF THE STATUTES OF THE STATE HAS BY ITS OFFICERS SPECIALLY AUTHORIZED HERETO CONFERRED THE DEGREE</p> <p>DOCTOR OF PLANT HEALTH</p> <p>UPON</p> <p>ANDREA LEE SAMPLE</p> <p>WHO IS ENTITLED TO ENJOY ALL THE RIGHTS, HONORS AND PRIVILEGES PERTAINING TO THAT DEGREE</p>			
<p>IN TESTIMONY WHEREOF WE HAVE HEREUNTO SUBSCRIBED OUR NAMES AND CAUSED THE SEAL OF THE SAID BOARD TO BE AFFIXED THIS FOURTEENTH DAY OF AUGUST, NINETEEN HUNDRED NINETY-NINE.</p>			
	ATTEST:	<div> CORPORATION SECRETARY OF THE BOARD</div>	<div> CHAIRMAN OF THE BOARD</div> <div> PRESIDENT OF THE UNIVERSITY</div>
THE UNIVERSITY OF NEBRASKA-LINCOLN	THE UNIVERSITY OF NEBRASKA MEDICAL CENTER	THE UNIVERSITY OF NEBRASKA AT OMAHA	THE UNIVERSITY OF NEBRASKA AT KEARNEY
REISSUE OF DIPLOMA AUTHORIZED AUGUST 13, 2009			

Appendix 6: Faculty Roles in the Graduate College

	NU Graduate Faculty	Graduate Faculty Associate	Emeriti Graduate Faculty	Adjunct Faculty, previously NU employed, with GF status	Adjunct Faculty not previously NU employed, without GF status, special members, advisory role	Graduate Lecturer (UNMC)	Non-Graduate Faculty Permission to Teach Graduate Courses	All other Faculty
REQUIREMENTS:								
Rank of Senior Lecturer (Instructor @ UNMC), or above	X							
Holds terminal degree and rank of Assistant Professor or above	X	X						
Holds terminal degree normally accepted for academic employment in the discipline (or its clear equivalent, as determined by the program Graduate Committee of the nominee's department or interdepartmental area)	X	X						
Holds terminal degree normally accepted for academic employment in the discipline (or has achieved some extraordinary accomplishment, as determined by the program Graduate Committee of the nominee's department or interdepartmental area)						X		
Actively involved in scholarly/creative activity and/or graduate teaching as part of his/her regular duties	X							
Clear evidence of continuing scholar activity at the national level and potential in the discipline, beyond teaching	X							
Developing credentials toward GF status or professional background or assigned instructional responsibilities are such that their contribution towards graduate education is highly valued, but they are otherwise not likely to seek or be eligible for Graduate Faculty status.		X						
Completed at least 2 yrs of full time work experience relevant to the discipline (teaching, research, professional experience, or any combination)						X		
Subject to periodic review by Dean for Graduate Studies						X		
Limited to four year, renewable terms		X	X	X				
Applicable ONLY during the 1st four years after appointment to the faculty						X		
Limited to 1 semester (extension requires permission from the Executive Graduate Council)							X	
Approved by campus Dean of Graduate Studies		X	X	X	X	X	X	
PRIVILEGES:								
Vote on matters presented to the Graduate Faculty	X							
Hold elected office in the Graduate College	X							
Vote on nominations of Graduate Faculty in their program	X							
Chair a program Graduate Committee	X							
Serve on program Graduate Committees (2/3s majority must be graduate faculty)	X	X	non-voting member	non-voting member	non-voting member	non-voting member	non-voting member	non-voting member
Teach graduate courses	X	X	X	X	specific courses only	specific courses only	specific course(s) only; 1 semester only	
Serve on examining committees	X	X	X	voting with approval	voting with approval	MS students only	MS students only	MS students only
Serve on MS student advisory committees	X	X	X	voting with approval	voting with approval	X	X	X
Chair MS student advisory committees	X	X	co-chair	co-chair with approval				
Serve on PhD student supervisory committees	X	X	X	voting with approval	voting with approval	non-voting member	non-voting member	non-voting member
Chair PhD student supervisory committees	X		co-chair	co-chair with approval				