

**GRADUATE COUNCIL**  
**Academic Programs Committee**

*Academic Programs (Graduate Committee II)*

The committee shall advise the Dean on all matters of educational policy and exercise general responsibility for the NU Graduate College's academic standards. To this end the committee is authorized by the Graduate Faculty to review proposed changes in admissions and graduation requirements, including changes in degree requirements, new programs, and new degrees. All work of Committee II must be reflected in the minutes of the Graduate Council.

If you are planning to submit a New Program, Certificate, or Emphasis/Concentration area, contact The Office of Graduate Studies.

**NEW OR EXISTING GRADUATE PROGRAM**

*Graduate Program Review (new and existing)*

Duties: Review and provide recommendations to Graduate Council. Graduate Council Academic Programs (Committee II) has the role of conducting an initial review of new graduate program proposals and provides feedback to those submitting the proposals. Committee II does not have the authority to approve proposals.

Process:

- Program changes and new programs must be available to Committee II via CIM workflow ten (10) days before the next scheduled Graduate Council meeting.
- Committee II chair conducts an initial review of the proposed program changes and new programs and creates an agenda that summarizes the proposals. If the chair identifies a serious issue in the program change or new program proposal, however, the chair may return the proposal to the department for revision and consideration at a future meeting. This summary is distributed to all Committee II members, who review the proposals on their own.
- Committee II members ensure the program changes are consistent with the graduation requirements (total credit hours, number of "P" credits does not exceed 50% of the required credits, no hidden prerequisites that would increase the total hours required to earn the degree).
- Committee II members ensure new program proposals thoroughly address all required areas as these proposals must go through the NU System executive graduate council, external review, and be approved by the Board of Regents.
- Committee II members bring a recommendation on the program changes and new program proposals to the full Graduate Council as a "second motion." The full Graduate Council then votes on the motion.

## GRADUATE COURSES

### *Graduate Course Review*

Duties: Graduate Courses: Approve course changes and new course proposals. Committee II has the authority to approve course changes and proposals without bringing them to the full Graduate Council for vote.

#### Process:

- Course changes and new courses must be available to Committee II via CIM workflow ten (10) days before the next scheduled Graduate Council meeting.
- Committee II chair conducts an initial review of the proposed changes and new courses and creates an agenda that summarizes the proposals. If the chair identifies a serious issue in the course change or proposal, however, the chair may return the proposal to the department for revision and consideration at a future meeting. This summary is distributed to all Committee II members, who review the proposals on their own.
- Committee II members ensure the course syllabus meets the basic standards expected for graduate courses (course information, course description, course objectives, course policies, grading criteria, required university statements and a clear distinction of expectations between undergraduate and graduate students for 4XX/8XXP courses).
- Committee II members vote on the course changes and new courses independently of the other members of the Graduate Council and inform the full Graduate Council of their decisions. This information is recorded in the minutes of the Graduate Council.