



## University Policy Statement

### UPS 270.102

## GRADUATE COMMITTEES AND ADVISERS

### I. Policies to be Developed by Units; Use of This Policy

- A. The college, school, division or departmental faculty who have oversight for graduate programs shall develop written policies that create appropriate structures for establishing, reviewing and revising graduate curricula, and for monitoring the progress of graduate students. These structures may take the form of a faculty committee or committees, a graduate program adviser, individually assigned faculty advisers, or any combination thereof. However, every graduate program must, at minimum, have a faculty member to serve as the Graduate Program Adviser who coordinates advising for graduate students and who submits study plans to the Office of Graduate Studies.
- B. When such written policies are adopted, copies shall be forwarded to college deans for approval, and to the Associate Vice President, Academic Programs for information. Such written policies shall be reviewed from time to time, not less frequently than coincidentally with accreditation or program performance reviews.
- C. This policy sets forth general guidelines as bench marks for new programs, as supplemental information for academic units already having policies in place, and to govern programs that do not have written unit policies.

### II. Appropriate Structures

Two kinds of committees shall be established to administer graduate programs:

- A. Program Committee: Program Committees have general oversight of the curriculum, and departmental policies and procedures regarding the graduate program. The Program Committee chooses the Graduate Program Adviser in consultation with the program's faculty.
- B. Supervisory Committee: Supervisory Committees have oversight of the individual student's program following admission.

### **III. Program Committee**

#### **A. Formation of the Program Committee**

1. Following the approval of a graduate degree program, a Program Committee shall be established to assure the orderly administration of the program.
2. If a degree is entirely contained within a particular department, the department shall be responsible for choosing the members of the Program Committee. Departments may choose a committee of the whole.
3. For interdisciplinary degrees housed within a single college, the college dean shall ensure that a Program Committee be established, and members chosen.
4. For interdisciplinary degrees to which faculty in more than one college contribute, the Associate Vice President of Academic Programs shall ensure that a Program Committee be established, and members chosen.

#### **B. Functions of the Program Committee**

The Program Committee shall:

1. Establish and oversee policies that govern the graduate program, including periodic review and recommendation concerning the courses and other general requirements for the degree.
2. Ensure that a Graduate Program Adviser is chosen in conformance with unit policies. The unit (department, division, school, college) will notify the Associate Vice President, Academic Programs or designee when new advisers are appointed.
3. Oversee the administration of culminating experiences (comprehensive examinations, theses, projects), either directly or through the Graduate Program Adviser.
4. Undertake other duties in the discretion of the responsible unit (department or other).

#### **C. Program Committee Membership**

1. The Program Committee shall consist of a minimum of three members, from which a chair is elected. The Graduate Program Adviser may serve as one of the members.
2. Qualifications for membership on this committee shall take into account the qualifications for teaching graduate-level courses (see UPS 270.103).

## IV. Graduate Program Advisers

### A. Selection of Graduate Program Advisers

1. In every instance, Graduate Program Advisers shall be persons qualified to teach graduate-level courses, as defined in UPS 270.103.
2. Graduate Program Advisers shall be chosen according to policies and procedures determined by the responsible unit.

### B. Responsibilities of the Graduate Program Adviser

The Graduate Program Adviser shall:

1. Ensure that each graduate student has a faculty academic adviser, for the purpose of assisting students with their academic progress, including the development of graduate student study plans.
2. Oversee the process whereby student admissions, student academic progress, and completion of master's degree programs are timely, and in conformance with Title 5 regulations, all-University graduate policies, approved program requirements, and any additional criteria adopted by the Program Committee. This includes, in specific:
  - a. Review of applicant files and recommendation for admission.
  - b. Approval of graduate student study plans, including approval of prerequisites for admission, course requirements and any other requirements including a thesis, project, or comprehensive examination.
  - c. Review of the records of students who are candidates for the degree and recommendation to the Graduate Studies office for award of the degree.
  - d. Review and recommendations regarding students who are on probation and subject to disqualification.
  - e. Recommendations concerning exceptions to California Code of Regulation, Title 5 or University-wide policies.
  - f. Other duties as determined by the Program Committee or unit policy, e.g., outreach, recruitment, assessment, act as liaison with administration.

## V. Supervisory Committee

### A. Formation of the Supervisory Committee

1. The Program Committee or Graduate Program Adviser may delegate specific functions and decisions regarding individual students' programs to a student's Supervisory Committee, which will be responsible to the Graduate Program Adviser and/or Program Committee.
2. Students will select their Supervisory Committee in consultation with the Graduate Program Adviser. Any subsequent changes must be approved by the Graduate Program Adviser.

### B. Functions of the Supervisory Committee

The Supervisory Committee shall:

1. Oversee a student's thesis or project.
2. Administer a student's thesis or project defense.

### C. Supervisory Committee Membership

1. The Supervisory Committee for a thesis shall consist of a designated chair and at least two other members who meet the criteria outlined in III.C.2. above and as defined by the unit. The Graduate Program Adviser may serve as the chair.
2. Recommendations of the Supervisory Committee shall be made by majority vote.
3. The normal life of a Supervisory Committee is the entire period of the student's program, including the time needed to complete the thesis or project.
4. Where appropriate, a qualified person who is not a CSUF faculty member may serve as a Visiting Examiner for a thesis or project. Such a Visiting Examiner shall be an additional member of the Supervisory Committee.

Source: Graduate Education Committee

**EFFECTIVE DATE: May 12, 2017**  
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