**TO:**Steering Committee

**FROM:**Committee on Academic Programs

**RE:**Final Recommendation onCharge on Graduate Policies

**DATE:**October 12, 2012

**Introduction:**

During the 2011-2012 academic year CAP reviewed the policies and procedures in the Graduate Bulletin.  The Graduate Office and the Graduate Programs Committee (GPC) found that their predecessor had developed the current policies and that those policies had not gone through the full governance process.  Despite not completing the governance process, the policies are believed by all involved to carry the force of policy and remain in current use.

GPC asked CAP to consider three categories of policy for revisions and completion of the governance process: 1) “old” policies currently in the Graduate Bulletin; 2) a requested variant on current policy reflecting the credit structure of graduate courses; and 3) a request for updates to a policy on graduate appeals, which Steering understood was reviewed and submitted to CAP by GPC as part of its charge on Comprehensive Exam policy.

**Charge:**

The Steering Committee asks CAP to consider the policies in categories 1 and 2.  If CAP believes that these policies need to go through the current governance process, the Steering Committee asks it to consider ways in which those policies might be expeditiously reviewed for approval.  For example CAP might want to consider the aggregated policies as a single preliminary proposal and seek feedback from the community through methods such as email. If CAP, does not believe that any additional approval is needed, please inform the Steering Committee.

**Background to the Recommendation:**

CAP formed a subcommittee comprise of the following members to address the charge:

Steve O’Brien (convener)

Arti Joshi

Kerry Hopkins

Michael Marino

Brenda Leake.

The subcommittee worked with the Associate Dean of the Graduate School, Susan Hydro, and the GPC, who had already gathered input from various stakeholders in the policy and governance process before writing their recommendations. For example, the GPC requested comment from all Graduate Program Coordinators, as well as students. CAP’s subcommittee, therefore, took Associate Dean Hydro and the GPC’s work into consideration when it reviewed "Category 1 and Category 2" of the policy and found no reason to revise or alter the policy as written.  CAP’s subcommittee also considered the testimony from the broad cohort of stakeholders sufficient for a final recommendation.  CAP’s general body agreed with both recommendations by the subcommittee.

**Recommendation:**

CAP’s final recommendation is that the Policy given to CAP with the charge, dated 11 April 2011, including Category 1 and 2, requires no additional approval.