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6 **STATEMENT ON PHILOSOPHY, OPERATIONS AND PROCEDURES OF THE**  
7 **GRADUATE PROGRAM**  
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9 The following policy statement, recommended by the Academic Senate at its meeting of May  
10 11, 1978, and approved by the President on May 14, 1978, is as follows:  
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12 I. STATEMENT OF PHILOSOPHY  
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14 Master's Degree programs at California State University, Long Beach are designed to  
15 increase student knowledge and understanding, to inspire critical thinking, to encourage  
16 originality and objectivity in the quest for knowledge and truth, and to develop the  
17 capacity to meet dynamic changes within the profession. Based upon appropriate  
18 preparation at the undergraduate level as determined by individual departments or  
19 schools, Master's Degree programs should develop both a higher level of independent  
20 critical analysis and a higher degree of concentrations than is required at the  
21 undergraduate level.  
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23 Predicated on the belief that department faculty within each school are capable of  
24 most effectively ascertaining whether or not prerequisites for graduate study have  
25 been fulfilled, approval of advancement candidacy for graduate students shall be  
26 delegated to the Dean of each School and/or his designees when the School accepts  
27 accountability for the degree program.  
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29 Quality graduate programs are contingent upon maintenance of smooth articulation and  
30 efficiency at all levels. In brief, policies and procedures governing graduate programs  
31 are established by the Graduate Council; the Dean of Graduate Studies is responsible  
32 for their administration; the School Graduate Directors provide essential liaison  
33 between the Dean of Graduate Studies and the individual schools through close  
34 cooperation with Department Advisers.  
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40 II. ROLE OF THE ADMISSIONS AND RECORDS OFFICE  
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42 In accordance with the established policy of the University, matriculation is required of  
43 all graduate students. With respect to the graduate programs of the University, the role of  
44 the Admissions and Records Office encompasses:  
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46 Certification to the University and to the School or Department to which  
47 application has been made whether or not the applicant has been granted a valid  
48 bachelor's degree from an accredited college or university.

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Cooperation with Departments and Schools to insure effective implementation of their individual admission policies and procedures.

Effecting University admission policies related to graduate students who have not specified degree objectives, as well as candidates pursuing credential programs.

Evaluation of transcripts for students who have matriculated from an accredited four-year institution in time to be of value to the appropriate department, otherwise the function and concomitant budget support to be delegated to the accountable School.

Determination by graduation check that each candidate has met University requirements and has been certified and recommended by both Department and School which will grant the degree.

Final clearance and recording of Master's Degree on permanent records.

### III. ROLE OF THE DEPARTMENT OR SCHOOL

Within the general policies and procedures established by the Graduate Council, Departments and Schools have, as a result of the assumption of accountability and attendant responsibility for their degree curricula and programs, the authority to establish a graduate faculty, to admit students to graduate study in their disciplines, to establish standards for probation and disqualification, and to advance students to candidacy.

Therefore, certification to the Vice President for Academic Affairs and the Registrar for the University that a student has met Departmental, School, and University requirements for a Master's Degree in the School to which application was made--and thereby is qualified to be graduated--is the responsibility of the Dean of the School.

If administrative accountability and responsibility for curricular decisions are assumed by the Schools, they may then delegate academic responsibilities to the Departments. When academic responsibility lies within individual discipline, the maintenance and improvement of academic excellence will be effected by each Department through established channels. Should a School not wish to assume accountability, the Dean of Graduate Studies shall continue to exercise the authority to approve advancement to candidacy for that particular School.

Satisfaction of the following criteria comprises Departmental or School acceptance of accountability for their respective degree programs:

Establishment of and adherence to standards and procedures for admission of candidates to the degree program.

Selection of and adherence to standards for evaluation of the adequacy of academic backgrounds of applicants, including course equivalency and fulfillment of prerequisites.

98 Maintenance of curricular excellence within the discipline's degree program  
99 through continual reassessment and updating to meet clamant needs as they arise.

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101 Organization and maintenance of a complete, current file on each graduate student  
102 in order to provide substantiation for admission to the program, degree progress to  
103 date, justification for advancement to candidacy, and evidence of qualification for  
104 graduation.

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106 Institution of and adherence to viable stands and procedures for advancement to  
107 candidacy which assure study plans for candidates which are acceptable to the  
108 faculty of the academic discipline and will, therefore, insure ultimate certification  
109 as to quality and excellence of degree.

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111 Establishment of and adherence to procedures designed for effective evaluation of  
112 each student, certification that all requirements for Master's degree within the  
113 specific discipline have been met and recommendation that California State  
114 University, Long Beach grant the degree.

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116 Publication of graduate handbook.

#### 117 118 IV. ROLE OF THE GRADUATE DEAN

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120 Operating under general, institutional policies and guidelines, the role of the Graduate  
121 Dean is primarily administrative in nature. In this role he/she works, in close  
122 cooperation with School Directors and Department Advisers, as well as other  
123 administrators, to assist the Graduate Council in the formulation of general institutional  
124 policy directly related to the graduate programs offered at the University.

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126 Within his/her role of general supervision, the Graduate Dean recommends certification  
127 of graduate programs; acts as liaison among Deans of Schools offering graduate  
128 programs, and encourages effective articulation between the Graduate Council and the  
129 Schools.

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131 In addition to offering assistance to faculty of Schools desirous of developing new  
132 degree programs, and/or revising existing ones, the Graduate Dean in conjunction with  
133 the Graduate Council shall be involve with periodic review of Master's Degree  
134 programs. If failure to adhere to any policy is brought to the Graduate Dean's attention,  
135 he/she after consultation with the Graduate Council, shall apprise both the Dean and the  
136 Graduate Director of the involved School who will be responsible for investigation and  
137 correction.

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139 Consistency in holding students to established degree requirements, as well as  
140 provision for clear, logical explanations by appropriate faculty and/or the School  
141 Director when exceptions are granted, are among important, but are not the only,  
142 criteria Which may be used in degree program reviews by both the Graduate Dean and  
143 the Graduate Council. Departments and Schools should consciously avoid cause for  
144 criticism on these grounds. Student accountability for completion of requirements for  
145 the Master's Degree shall be within the purview of the appropriate Department and  
146 School. The Graduate Dean is charged with implementation of administrative policy

147 formulated by the Graduate Council with respect to the overall evaluation of academic  
148 standards of the Schools and in the nature of general supervision.

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150 If Departments or Schools do not wish to accept administrative responsibility for their  
151 degree programs--as contrasted with curriculum and counseling--the Graduate Dean  
152 will provide supervisory and administrative services necessary to assure excellence of  
153 those degree programs. He will, in these circumstances assume the functions and  
154 accountability usually assigned to the Departments or Schools.

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156 V. ROLE OF THE GRADUATE COUNCIL

157 To establish, implement, and maintain policies and procedures governing graduate  
158 degree programs is the primary purpose of the Graduate Council; therefore, initial  
159 authority to approve or disapprove all new graduate programs or options at California  
160 State University, Long Beach is within its purview. Review by the Graduate Council  
161 may include any aspect of the degree program deemed essential to the achievement and  
162 preservation of academic excellence throughout the University.

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164 Supervision of graduate degree programs is effected completely by individual Schools  
165 and Departments, this authority being delegated by the Graduate Council, contingent  
166 upon satisfaction of the criteria established for accountability.

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168 Upon its own initiative or upon the recommendation of the Graduate Dean, the  
169 Graduate Council may review the supervisory performances of each Department and/or  
170 School, as well as the function of curriculum development. To assure the University of  
171 sustained academic excellence and optimum learning environment, review by the  
172 Graduate Council may include any or all aspects of the degree programs. Review may  
173 include, but is not limited to, such factors as comparison with related degree-programs  
174 in effect at leading universities, accreditation by an appropriate accrediting agency,  
175 investigation of innovative curricular attempts, degree of success of graduates of the  
176 particular program, and intellectual stimulation and motivation generated within the  
177 School.

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179 Any Department or School whose degree program is under review will be afforded the  
180 opportunity to present evidence in its own support. Following a thorough review,  
181 should the Department or School be unable to convince the Graduate Council that  
182 approval of the degree should be sustained, the Council may proceed with the following  
183 actions:

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185 Apprise the Department or School in writing that evidence of inadequacies in  
186 their degree program appear to exist and specify a date on which a subsequent  
187 review will be held.

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189 If a second review fails to indicate amelioration--or satisfactory progress toward  
190 amelioration--of the designated inadequacies, place the Department or School on  
191 probation with suggestions for corrective actions to be taken concerning its  
192 degree program, specifying a date on which a subsequent review will be held.

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194 If correction is not forthcoming during the probationary period, recommend as a  
195 final alternative that the administration of the University remove the degree

196 program from the catalogs and discontinue granting the degree, allowing  
197 adequate time for those students currently enrolled in the program to complete  
198 their degrees.

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200 VI. SUMMARY OF PHILOSOPHY

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202 To summarize, the role of the Office of Admissions and Records combines  
203 matriculation processes and responsibilities attendant to the final check of graduate  
204 records; the Departmental and/or School roles center around advancement to candidacy,  
205 program planning, curriculum development, and recommendations for graduation; the  
206 role of the Graduate Dean is one of policy administration; and the role of the Graduate  
207 Council is the establishment and maintenance of policies and procedures governing  
208 degree programs.

209

210 Effective: Immediately

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212 DEG:bjp

213 7/5/78

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