

Graduate Studies Committee Bylaws

Date: January 6, 2025	Policy ID: ENG-GRA-001	Status: Approved
------------------------------	-------------------------------	-------------------------

Contact Office:

School of Engineering and Applied Science (SEAS) Graduate Office
gradengineering@virginia.edu

Oversight Executive:

Associate Dean for Graduate Education and Post-Doctoral Affairs

Applies to:

Members of the SEAS Graduate Studies Committee (GSC)

Reason for Policy:

The policy establishes the rules governing the SEAS Graduate Studies Committee.

Policy Statement:

- I. Committee Membership
 - a. Each SEAS department with a graduate program, as well as the Computer Engineering graduate program, will have one representative on the GSC. The Director of Graduate Studies (or equivalent) for each department or program are expected to be the representatives to the GSC; however, the department chair may elect to designate another GSC representative for their department or program.
 - b. SEAS graduate students will be represented by 2 students selected by the Graduate Engineering Student Council.
 - c. The SEAS Associate Dean for Graduate Education and Post-Doctoral Affairs (ADGE) will serve as an ex-officio member of the committee.

- II. Duties and Responsibilities
 - a. Review and approve proposals for new graduate courses and curricula.
 - b. Act on graduate student petitions to waive a specific academic rule related their graduate degree.
 - c. Act on graduate student petitions to ensure assigned grades and academic decisions followed policy.
 - d. Review the operation of SEAS graduate programs and make academic policy recommendations concerning graduate stipends, admissions standards and procedures, degree requirements, grading standards, student warnings and suspensions, and course offerings.
 - e. Advise the Dean on matters related to graduate education, training, research, and student experience.

III. Meetings

- a. Meetings shall be convened with approximate monthly frequency.
- b. An announcement of upcoming meetings and materials will be sent to the committee membership at least one week in advance.
- c. The ADGE, or their designee, will serve as the committee chair and will preside over the meetings.
- d. A quorum will consist of one-half of the voting members.
- e. If a GSC member is unable to attend the meeting, they may designate a member from their program to serve in their place.
- f. Minutes shall be kept by the GSC chair, or their designee, and will be posted on the designated GSC shared folder.
- g. Student GSC members are not permitted to be present during student petitions.
- h. Generally, the GSC meetings are open to all SEAS faculty. In rare cases, the GSC chair has the option to close the meetings to non-GSC members.

IV. Voting Rights

- a. Faculty GSC members and student GSC members will each have individual voting rights on academic policy measures.
- b. The ADGE only votes in cases of a tie.
- c. Voting is ordinarily conducted at GSC meetings, where voting by proxy is permitted.
- d. Student GSC members are not permitted to vote on student academic petitions.
- e. Should a quorum not be present, voting by email will be requested.
- f. Except as noted in Procedures, a simple majority of those voting is needed for a motion to pass.

Related Information:

UVA Academic Record: <https://records.ureg.virginia.edu/>

Background:

Originated: Unknown

Revision History: January 6, 2025

Scheduled Review:

Beginning of each academic year by the GSC