

## **Graduate Program**

### **A. Graduate Program Vision**

#### **1. Graduate Program Mission Statement**

Through its graduate programs, Elon University gives students the opportunity to acquire a high level of competence in their fields of interest and to gain significant experience in the application of advanced knowledge and skills. Graduate programs offered at Elon foster a stimulating intellectual community based upon close interaction with faculty, academic engagement with peers, in and out of the classroom, and a university environment fully committed to supporting inquiry and research. Graduates from Elon's advanced degree programs are prepared to assume positions as active professionals committed to continued learning and to the advancement of their professions.

#### **2. Elon University offers graduate programs that are:**

- a. Connected to the university's undergraduate programs, building on existing strengths and contributing to the enhancement of the quality of the undergraduate experience
- b. Committed to the broad perspective of arts and sciences
- c. Distinctive, excellent in overall quality, and responsive to the needs of society
- d. Committed to the intellectual growth and development of each student
- e. Supportive of both faculty and student scholarly activity and its dissemination to the appropriate community of scholars and practitioners

### **B. Graduate Program General Policies**

Graduate programs at Elon University are designed to complement the overall academic and intellectual life of the university community. Insofar as possible, both graduate and undergraduate programs use the same policies and procedures.

1. Faculty - Faculty approved to teach graduate level courses are subject to the same policies and standards as contained in the Faculty Handbook, Section II.
2. Curriculum - Approval of graduate courses and degree requirements is based upon the established process for undergraduate courses and programs. Following

approval by the department and the graduate council, proposals are presented to the curriculum committee and then to the university faculty.

3. Instructional Program - Policies and Procedures. The policies and procedures regarding the instructional program contained in the faculty handbook, II-14) apply to graduate programs.
4. Support Services - All university support services, academic and otherwise, are provided to graduate and undergraduate students alike. Included in these services are the library, technical services division, academic advising, personal counseling, and student activities.
5. Faculty Load - For purposes of calculating instructional workload, a three semester hour graduate-level course will count as four and one-half semester hours.
6. Salary and Benefits - The same salary scales and benefits will apply to faculty teaching graduate courses as to all full-time teaching faculty at the undergraduate level.

#### C. Criteria for Approving Faculty to Teach Graduate Courses

1. The director of the graduate program will recommend faculty for approval to the provost.
2. Criteria for approval of graduate faculty include a terminal degree in the field in which the faculty member will teach, 2 years of effective full-time university teaching, and evidence of productive scholarship. When approval has been granted, it will be effective continuously unless revoked by the institution.
3. In exceptional situations, a faculty member who does not meet the above criteria may be approved to teach. The faculty member must have a master's degree and should have substantial teaching experience and/or related professional qualifications. Such approval will be on semester-by-semester and course-by-course basis.

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4. Adjunct faculty will meet the same criteria as full-time faculty.

#### D. Procedures for New Graduate Program Proposals

1. Graduate program proposals must be consistent with the graduate mission of the university and the graduate program vision.

2. Graduate program proposals should originate from department-wide action, or from administration in consultation with school/college and departmental leadership.
3. New graduate program proposals should include:
  - a. A feasibility study demonstrating the viability of the proposed program addressing enrollment demands and market area, staffing, facilities, library and other resources, budget projections, and impact on undergraduate programs
  - b. A statement justifying the program as related to the graduate mission statement
  - c. A listing of the degree(s) offered and an outline of degree requirements
4. Graduate program proposals should be submitted to the graduate council for consideration and a recommendation for program approval or non-approval. The proposal should then be submitted to the curriculum committee for consideration and a recommendation for program approval or non-approval. The proposal should then be submitted to the faculty for consideration and a recommendation for program approval or non-approval. The proposal, along with the recommendations of the graduate council, the curriculum committee and the faculty should then be submitted to the president for consideration by the Board of Trustees.
5. If the board approved the new graduate program, then a complete curriculum prospectus should be developed. This includes:
  - a. A listing of the degree(s) offered and the associated degree requirements
  - b. A syllabus for each course that includes catalog number, title, description and semester hours credit
  - c. A statement regarding anticipated sequencing of course offerings for the program and staffing implications
6. The curriculum prospectus should then be submitted to the graduate council for consideration. If approved, the prospectus should then be submitted to the curriculum committee for consideration. If approved, the prospectus should then be submitted to the faculty as a whole for consideration. If approved, the prospectus should then be submitted to the president for consideration by the Board of Trustees.

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