

RULES FOR GOVERNANCE
Including
POLICIES AND PROCEDURES
for the
FACULTY AND STUDENTS
of the
GRADUATE COLLEGE
of
RUSH UNIVERSITY

May 19, 2009

“These Graduate College Policies and Procedures are in conformance with Rush University Rules for Governance. A complete understanding of the Graduate College Policies and Procedures for the Rush University Rules for Governance requires reading the relevant Articles and Sections in the Rush University Rules for Governance which are referenced below in parentheses where applicable.”

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ARTICLE I

THE GRADUATE COLLEGE

Section 1. Purpose of the Graduate College

(a) The purposes of Rush University are to educate students as practitioners, scientists, and teachers who will become leaders in advancing health care and to further the advancement of knowledge through research. The Graduate College, as an integral component of the University, seeks to prepare research investigators and leaders in the basic sciences focused on translational research. The College also aspires to make meaningful and significant contributions to the basic sciences through excellence in research and scholarship. In keeping with the Rush University practitioner-teacher model, the College integrates research, scholarship, and service into the teaching-learning process.

Section 2. Graduate College Mission and Vision

(a) The mission of the Graduate College of Rush University is to promote and assure excellence in research education and mentoring programs responsible for training outstanding and diverse candidates in the basic and clinical sciences.

(b) The vision of the Graduate College of Rush University is that its graduates will become productive scientists, educators, and leaders in their respective fields. In the arenas of academia, industry, and government, they will compete successfully for funding and train the next generation of researchers and educators.

Section 3. Graduate College Structure

(a) The Graduate College is organized by divisions. All divisions will reside within Rush Medical College departments or within the colleges of Nursing or Health Sciences. Each division will be led by a division director appointed by the department's chairperson. Each division is comprised of all duly appointed faculty of the Graduate College who are herein referred to as Members of the Graduate College; there being no academic rank in the College.

(b) The senior representative body of the faculty Members of the Graduate College shall be referred to herein as the Graduate College Council. It will be comprised of all division directors, an elected Member representing each division, and three elected student representatives from the student body.

(c) The Dean of Graduate College has responsibility and accountability for administration of the College and shall exercise the chief executive function of the College. The Graduate College Dean reports to the Provost of Rush University. The Graduate College Dean:

- (1) shall call meetings of the faculty at such times as s/he or the Graduate College Council may deem necessary. At least one such meeting must be held each year
- (2) shall formulate and present policies to the Graduate College faculty for its consideration

- (3) shall serve as the medium of communication for all official business of the College with other Medical Center, university authorities, faculty and students
- (4) shall prepare the budget of the College
- (5) shall provide consultation and recommendations concerning college matters such as: program/division evaluation, faculty appointments, and student admissions and progression.

(d) Responsibilities will include:

- (1) establishing the administrative structure of the Graduate College with approval of the Board of Overseers, the duly appointed committee of the Board of Trustees to oversee the operation of Rush University (Article I: Section 4c)
- (2) represent the Graduate College on the Executive Leadership Council, the Provost's Council, and other related groups
- (3) maintain high educational standards in compliance with accreditation guidelines and the mission of the College
- (4) leadership in the development, updating and implementation of the Graduate College's strategic plans
- (5) perform regular division reviews in conjunction with the Graduate College Council
- (6) oversee the continuous improvement of a curriculum that reflects the current/future needs of the students, clients, and the research community in a cost-effective manner
- (7) support a comprehensive student recruitment and retention program to attain a qualified, diverse student body
- (8) foster research in the disciplines that comprise the Graduate College
- (9) support the recruitment and retention of a highly qualified and diverse faculty and provide an environment that develops their potential
- (10) foster a culturally sensitive environment in the College and University
- (11) seek increased endowment funds and expendable support monies for student stipends and programs in research, education, and practice that relate to the mission of the college
- (12) develop a budget and allocate resources to support the College
- (13) promote a culture of shared governance with the faculty
- (14) assure the involvement of students, faculty and staff in the annual written performance evaluation of the Dean, the Associate and Assistant Deans, and the division directors of the division

(e) The Dean of the Graduate College may be assisted by one or more associate and/or assistant deans. The associate and assistant deans may run programs or Graduate College committees that meet the goals of the College. The associate and assistant deans are appointed by the Dean and facilitate the responsibilities of the Dean and the college's administrative office

(f) The College will be supported by an administrative staff.

Section 4. Approval of Policies and Procedures for the Graduate College

(a) All Policies and Procedures must be approved by a majority of the Graduate College Council. Following approval by the Graduate College Council, the Policies and Procedures for the Graduate College must be approved by a majority of the members of the Graduate College by secret ballot.

Following approval by the members, the document will be approved by University Council following review of its consistency and concordance with the University Rules for Governance. The document will then be submitted for approval by the Provost, the President, and the University's Board of Trustees as stipulated in the Rush University Rules for Governance (Article I: Section 6).

Section 5: Amending the Policies and Procedures

(a) Amendments to the Graduate College Policies and Procedures for the Rush University Rules for Governance may be initiated by the Dean, by the Graduate College Council, or by petition of at least six (6) voting Members from two or more divisions. Any proposals for change should be submitted in writing to the Graduate College Council, including the rationale for the change. The petitioner(s) may be asked to make an oral presentation of the proposal to the Council. The Council may solicit additional information from the petitioner(s) or others before approving, disapproving, or revising the proposal for change. The Graduate College Council will submit a decision in writing to the petitioner(s).

(b) Following approval of the proposed amendment(s) by a two-thirds majority vote of the Graduate College Council, the Council will determine if the change is substantive enough to merit a vote by the Members of the College. If yes, the change will be processed through secret ballot of the College's Members, University Council, Provost's Office, President's Office, and the Board of Overseers, as stipulated in the Rules for Governance as described above. If no, the policy will go into effect immediately and be voted on by the College Members at the next review of the College's Policies and Procedures. If the petitioner's disagree with the Council's findings, they can appeal to the Council to bring the new policy to a College Member ballot.

(c) Interim changes to the Policies and Procedures document can be implemented immediately following two readings of the policy change at Graduate College Council meetings. Such interim approval requires a two-thirds majority. However, these policy changes will be approved by the faculty at large at the next annual meeting in order to remain in effect while awaiting the next general Policies and Procedures review. A simple majority of the Graduate College Council can request a formal vote on any policy issue by the entire College faculty by petitioning the Dean in writing. During that approval period, implementation of that policy or procedure will be suspended.

(d) The Rules for Governance of the Graduate College containing its Policies and Procedures must be fully updated and approved every five (5) years by a majority of the Members of the Graduate College.

ARTICLE II
FACULTY ORGANIZATION

Section 1: Faculty Status

(a) Active Faculty

Active faculty in the College shall be made up of duly appointed Members. Member status in the College may be conferred to individuals who provide mentoring to students and/or serve on graduate student committees and/or teach for the College. As such, it is anticipated that the petitioner's curriculum *vitae* will contain evidence of research experience, scholarly achievement, the capability to mentor students in research implementation and teach at the graduate level. The Graduate College does not provide rank and following appointment, active faculty will be designated as a Member of the Graduate College. Members of the Graduate College must hold appointments in other colleges of Rush University.

(b) Emeritus Member Status

Members who intend to retire may petition their division director for nomination to Emeritus status. The division director will submit a letter to the Dean detailing the rationale for maintaining Emeritus Member status. Upon recommendation by the Dean, the nomination will be forwarded to the Graduate College Council for approval. Upon approval by the Graduate College Council and acceptance by the Dean, the Emeritus Member will be informed in writing of the approval and will then have all rights and privileges afforded regular Member status, but will not have the right to vote (Article II; Section 2b).

(c) Adjunct Member Status

Faculty at other institutions may petition for Adjunct Member status in the College, but shall neither be considered active Members for voting purposes, nor active faculty of Rush University. Adjunct Members may take part in College faculty meetings, teach in the College, serve on student research committees, or advise students, but do not have the right to vote (Article II; Section 2d)

(d) Recommendations for Appointments

Faculty holding primary appointments in other colleges at Rush University may petition for regular membership. All recommendations for faculty membership shall originate with the division director. The division director will nominate a faculty member for appointment in the College in a written statement to the Dean. This letter will summarize the potential member's credentials in research, scholarly activity and mentoring, and be accompanied by the applicant's curriculum *vitae*.

(1) Although no formal criteria for appointment as a Member of the Graduate College are established, it is anticipated that the proposed Member will exhibit:

- a. demonstration of excellence in research through publication in peer-reviewed articles as evidenced by first author and/or senior authorship status.
- b. a history or potential to mentor students in the research process.
- c. a history or potential to teach at the graduate college level.
- d. although an MD, PhD, PharmD or other type of doctoral degree is normally required, faculty with a MS degree with a well established publication and mentoring history shall be considered.

(2) The division director's letter will be forwarded, in advance, to the Graduate College Council with an updated *curriculum vitae*. The division director will present the potential member to the Graduate College Council and the Council will recommend the Member to the Dean following approval by a simple majority. Member rank in the Graduate College will be conferred in writing to the petitioner and his/her division director by the Dean within sixty (60) days of recommendation. After acceptance as a Member, the division director will provide an up to date *curriculum vitae* to the Graduate College Office for inclusion in the Member's permanent file.

(e) Terms of Appointment

(1) The term of membership in the Graduate College will continue as long as the Member holds an appointment within another college of Rush University or status is changed by the Graduate College Council.

(2) Adjunct and Emeritus Members who have successfully petitioned for membership in the Graduate College, must be approved by the Dean annually following a written request by the division director.

(f) Conditions of Appointment

Members, Adjunct Members and Emeritus Members of the Graduate College accept their appointments with the understanding that they will abide by the Rules for Governance of the College and University. They also acknowledge that they may be called upon to mentor students, sit on advisory committees, teach within the College, or provide service to the College. The Members, Adjunct Members and Emeritus Members understand that they also will continue to pursue research and other scholarly activities.

(g) Leaves of Absence

(1) Article II, Section 2-17 of the Rules of Governance of Rush University provides conditions for the granting of scholarly and non-scholarly leaves of absence to faculty. The Graduate College does not provide for leaves of absence, but if a faculty member in another college is granted such a leave, the Graduate College will honor the conditions of that leave. The Member will notify the Graduate College Dean of the intended leave and its duration.

(2) Similarly, the Graduate College does not provide personal leaves of absence, but will honor leaves granted by other colleges according to its Rules for Governance. Upon completion of the leave, the Member's faculty status will be reinstated.

(h) Termination, Suspension and Appeal

Appointments to the faculty may be terminated by retirement, non-renewal for Adjunct or Emeritus Members, acceptance of resignation, or recommendation by the division director for cause.

- (1) Members anticipating retirement or leaving the University will submit a letter of resignation to the Dean through their division director.
- (2) Membership in the Graduate College can be terminated following recommendation of the division director to the Dean following approval by the Member's chairperson. The Member must be notified by letter at least three (3) months prior to the intended time of termination.

(i) Policies and Procedures for Actions Against and Appeals by a Faculty Member

- (1) Actions against a faculty Member are termination or suspension of appointment. Recommendation for actions against a Member must be for cause as outlined in Article II Section 3 of the University Rules for Governance and will be initiated by the division director with approval by the Member's chairperson. Such recommendations can be made only after discussion between the Member and his/her department chairperson fail to reach a mutually acceptable agreement. If a mutually acceptable agreement is not reached, there will be an informal inquiry by the Member's graduate division committee within the department. The committee will issue a nonbinding opinion regarding the proposed action(s) to the division director, department chairperson and the Member. Following review of the non-binding opinion of the committee, the division director may choose to recommend termination or suspension of appointment, or to dismiss the proposed action. Should the division director determine that the termination or suspension of the Member is warranted, s/he shall provide the Member and the Dean the reason(s) for the action(s) in writing, within ten (10) working days of receipt of the opinion.
- (2) Upon receipt of such a statement from the division director, the Member shall have the right, within ten (10) working days, to request in writing, a review before the Graduate College Council. Such a request shall be addressed to the Dean.
- (3) The Graduate College Council will hold joint pre-review hearings with the parties and their legal counsel, if any, in order to clarify issues, affect stipulations of fact, provide for exchange of documents or other information, and achieve such other pre-review objectives as will make the hearing fair, effective, and expeditious.
- (4) Service of notice of the review by the Graduate College Council will be made at least ten (10) working days prior to the review. Notice will be provided by certified mail or by a commercial carrier, which can establish receipt of notice to the Member's last known address. The Member may waive appearing before the Council for a hearing and may respond to the charges in writing at any time before the date scheduled for the review. No individuals from the division involved will be eligible to vote at the appeal hearing. Members of the Graduate College Council may disqualify themselves for any reason. The Council will elect a chairperson to serve as the chair for the meeting. If the Member waives a hearing, but denies the charges against him/her, or asserts that the charges do not support a finding of adequate cause, the Council will evaluate all available evidence and rest its recommendation upon the

- evidence in the record, and will submit a written report of its findings and the evidence used to the Member, the division director, the Dean and the Provost.
- (5) The Graduate College Council will hold its formal review in executive session. Pending a decision by the Council, the Member may be suspended from some or all duties by the division director, with approval of the Dean or be assigned to other duties in lieu of suspension. If the faculty member received a salary, such salary may continue during suspension.
 - (6) During the review, the Member will be permitted to have legal counsel present, at his or her own expense, and may request that witnesses appear before the review committee. The chairperson and the Graduate College Council may also request that counsel be present during the review.
 - (7) Minutes of the review will be taken and a copy of the minutes will be made available without cost to the appealing Member, the division director and the Dean.
 - (8) Public statements and publicity about the case by either the Member or administrative officers will be avoided so far as is possible until the proceedings have been completed. The Graduate College Council members, the Member, and the Dean or his/her representative will have the right to question all witnesses. Where the witnesses cannot or will not appear, the Graduate College Council has the discretion to admit their statements into the record. The Dean, the department chair, the Provost, and the Member will be notified of the Appeals Committee's decision in writing.
 - (9) If the Graduate College Council concludes that adequate cause for suspension or dismissal has been established, it will be so recommend. If the Graduate College Council concludes that adequate cause for suspension or dismissal has been established, but that a lesser penalty would be more appropriate, it will be so recommended with supporting reasons. If the Graduate College Council should conclude that adequate cause for suspension or dismissal has not been established by the evidence in record, it will be so report. The division director, with the advice of the Dean, will have the option either to accept the findings, to not accept the findings or to withdraw the suspension or dismissal action. If the division director should not accept the findings and recommendations of the Graduate College Council, his/her reasons for doing so shall be submitted in writing to the Graduate College Council, the Dean, the Provost, and the Member within ten (10) working days of receipt of the Graduate College Council report. The final decision will rest with the Dean.
 - (10) Should the Member disagree with the outcome of the appeals process as described above, she/he may appeal to University Council in a letter addressed to the chair of the University Council as specified in the Rules of Governance Article II: Section 11c
 - (11) Non-renewal of Adjunct or Emeritus status cannot be grieved

Section 2: The Graduate College Council

The Graduate College Council is the duly designated senior representative body of the Graduate College (Article II: Section 9). It will reflect the intentions of the faculty at large. It will:

1. meet on a regular basis
2. publicize all meetings
3. distribute all approved minutes
4. oversee all aspects of the College

5. advise the Dean of the College on its activities
6. establish policies and procedures for the College and its students
7. oversee evaluation of its courses and curriculum
8. designate one of its members to serve on University Council
9. serve as the court of appeals for all faculty and student matters

(a) Graduate College Council Membership

- (1) The Graduate College Council shall consist of two (2) members from each division within the Graduate College, three (3) student representatives from the Graduate College student body, the Graduate College Dean, associate deans, and assistant deans. The Dean or his/her designee shall serve as its chair.
- (2) Division directors will serve as one division representative from the division on the Graduate College Council, but will not be eligible to vote.
- (3) The second division representative will be elected by a majority of the Members in his/her division.
- (4) The College Dean and associate/assistant deans will serve as *ex officio* members.
- (5) One (1) student representative at large will be elected by the student body and have voting privileges.
- (6) The elected President and Vice President of the Graduate Student Council will also serve as members of the Council with voting privileges.

(b) Method of Selection

- (1) Division directors are appointed by the appropriate department chairperson and serve at the discretion of that chair. The division director shall be a Member of the Graduate College.
- (2) The elected divisional representative(s) will be nominated by the division director from the Members in each division and be subsequently elected to that position by a majority of the Members in that division. Election of new division representatives will be completed in time to seat a new Council by the September Graduate College Council meeting.
- (3) One (1) elected at large student representatives will be elected by a majority of the voting student body in time to seat its new representatives by the January Graduate College Council meeting.
- (4) The elected president and vice president of the Graduate Student Council will automatically become voting student representatives on the Graduate College Council. If the elected president or vice president is a voting member of the Council at the time of his/her election, an election must be held immediately to identify a new voting, at large student member.

(c) Terms of Office

- (1) Terms of office on the Graduate College Council for elected division representatives shall be for two (2) years. Under ordinary circumstances a member may be re-elected to the Graduate College Council for two succeeding term. Only under special circumstance may an elected representative serve for more than three terms and shall do so only following approval by the Graduate College Council. The term of office will officially begin on September 1 and end on August 30th.

- (2) Terms of office for elected at large student representatives will be for two (2) years. The term of office will officially begin January 1 and end December 31. The terms of student representatives will be staggered whenever possible.
- (3) The following divisions will nominate representatives by September 1st in odd numbered years:
 - a. Immunology/microbiology
 - b. Molecular Biophysics and Physiology
 - c. Biochemistry
 - d. Nursing
 - e. Neuroscience

The following divisions will nominate representatives by September 1 of even numbered years:

- a. Pharmacology
- b. Anatomy and Cell Biology
- c. Medical Physics
- d. Behavioral Sciences

The Dean will orient every new member to policies and procedures prior to the beginning of their term.

(d) Resignations

Requests for resignation from the Graduate College Council must be petitioned through the division director. The division director will notify the Dean of the impending vacancy. The division will then hold a separate election for the new voting member to serve out the remainder of the former representative's term. If there are more than twelve (12) months remaining on the voting member's term, it will count as the first term of the six-year maximum tenure on the Graduate College Council. In the case of a student representative, resignations must be petitioned through the Student Council President. In the case of resignation of a student voting member, new elections will be immediately held by the Graduate Student Council for a replacement to serve out the remaining term.

(e) Committee formation

The Graduate College Council will designate all committees needed to carry out its mission and the mission of the College. The establishment of any committee must be approved by the Dean.

(f) Meetings

(1) The Graduate College Council will meet on a regular basis (preferably monthly). Agendas for that meeting will be distributed to the Council prior to each meeting along with the minutes from the previous meeting. All meetings are open to Members. Following approval of the minutes, they will be distributed to all Members via e-mail. These minutes will contain the time of the next scheduled meeting. An electronic and paper copy of approved minutes will be kept on file for all Graduate College Council meetings.

(2) The Graduate College Council can move into executive session at any time to discuss topics that may be too sensitive for public disclosure. A simple majority is required to call an executive session.

(3) The Dean, five voting members of the Graduate College Council, or five Members of the Graduate College can call for a special meeting of the Council at any time. Requests for special meetings must be made in writing to the Dean, and the faculty at large must be informed of any such special meeting. Such notice will include an agenda for the special meeting.

(4) The Dean, in conjunction with the Graduate College Council, will conduct an annual meeting of the faculty Members at large. The Members shall be informed of this meeting. The purpose of this meeting is to inform the faculty of the current status of the College, seek approval for any interim Policy and Procedure changes, vote on Rules for Governance and Policy and Procedure Documents, and provide an open forum for discussion of College activities.

(g) Rules of Order

All meetings will be conducted according to Robert's Rules of Order by the Officers of the Committee in their sequence. Unless otherwise specified, motion approval will require a simple majority.

(h) Committee on Course Evaluation

The Graduate College Committee on Course Evaluation (GCCCE) will be a committee designated by the Graduate College Council. Its purpose will be to examine all Graduate College courses, organize the data, and then report to the Graduate College Council in a timely fashion. The GCCCE will be headed by the Assistant Dean, *ex officio* of the College with administrative support from the GC office. It will be comprised of four faculty members (who cannot be core course directors) and two students. Division directors and the Graduate Student Council will nominate representatives who will then be elected by the Graduate College faculty and GC student body, respectively.

ARTICLE III

ORGANIZATION OF COLLEGE DIVISIONS

Section 1: College Divisions

(a) The primary mission of the division is to oversee the graduate program in its department. The division is the functional unit of the Graduate College. Medical, Nursing or Health Science college departments or sections will support a division. The Graduate College will provide funds to support the division's mission within the department or section. The functions of the division are to:

- (1) oversee student admissions to the division
- (2) ensure the education of its students in general science
- (3) oversee the education of its students in the division's area of specialty
- (4) provide research mentoring for its students
- (5) establish criteria for qualification for advanced candidacy
- (6) establish criteria for completion of dissertation work
- (7) ensure that its students comply with all regulations established by the University
- (8) foster critical thinking in science
- (9) prepare the student for a future career in research
- (10) contribute to the teaching mission of the Graduate College
- (11) participate in Graduate College committees

(b) The division director is responsible for implementation of the division's mission. The division director shall be a Member in good standing within the Graduate College. The division director is appointed by the chairperson or section director and serves at the pleasure of the chair/section director. In all matters relating to the Graduate College, the division director reports to the Dean of the Graduate College. It is anticipated that the division director will keep their departmental chair/section director informed of the activities within the Graduate College. The division director:

- (1) monitors the application pool for its division
- (2) recommends acceptance of students to the division's program
- (3) recruits potential students to its division
- (4) recommends faculty within the divisions department for membership in the Graduate College
- (5) monitors the progress of all students within the division
- (6) participates in the Graduate College Council as an *ex officio* member
- (7) ensures the completion of division requirements by all of its students
- (8) chairs the division's graduate student advisory council
- (9) serves as a source of information to division Members and students regarding all matters associated with the Graduate College
- (10) monitors the quality of courses offered within the division
- (11) monitors student compliance in all University regulatory policies

(c) Each division shall have a graduate student advisory group composed of Members of the Graduate College that meet at least twice a year to monitor and discuss the progress of its students. It is expected that this group will report on a regular basis to the department/section. In cases of

Graduate College Member or student grievances, the division's advisory group shall function in the mediation process if the Member or student has failed to obtain satisfaction in meeting with the course director/laboratory mentor and/or division director. If the grievance involves the division director, the advisory committee will elect an acting chair during the grievance process.

Section 2: Forming a Graduate College Division

(a) New Graduate College divisions are formed by petitioning the Dean. A new division shall provide a program that is unique among the existing divisions and predict enrollment numbers of students who will perform a research project as part of their advanced degree. The formation of a new division shall not be allowed if its formation creates a conflict or foreseen competition with an existing division. Formation of a new division can only occur with the approval of the department's or section's chairperson or another college's dean.

(b) Although research is the primary criterion for such a petition, the case must be made that the research projects performed by students of the proposed division are not part of some other certification process (e.g., a capstone research project in a recognized professional program where an external certification body is involved). Thus, a division shall be formed when its students would be conducting independent research and the research element of that student's program would qualify for oversight by an outside certification body. The steps involved in forming a new division are as follows:

- (1) there shall be an initial discussion with the Graduate College Dean to evaluate the feasibility of the formation and to establish that its formation would not constitute a conflict with an existing division's mission
- (2) following the discussion with the Dean, the department/section/college will submit a written plan for the formation of the division to the Dean that will include a statement of mission, an intended curriculum, anticipated enrollment, anticipated faculty members, and a description of types of research that would be conducted
- (3) the Dean of the Graduate College will discuss the plan with the Provost
- (4) following approval to proceed by the Provost, the written plan will be submitted to the Graduate College Council for recommendation of acceptance to the Dean
- (5) following approval by the Dean and Provost, the application for the new division will be submitted for approval by the Rush University Board of Overseers
- (6) following approval by all representative bodies at Rush, the application would then be submitted to the Illinois Board of Higher Education
- (7) pending approval by the Illinois Board of Higher Education, the appointed division director will petition the recommendation of new Members before the Graduate College Council
- (8) once Members have been identified, an election will be held within the division by its Members for voting representation on the Council

Section 3: Dissolving a Division

(a) A division can be dissolved through petition to the Dean with approval of the Graduate College Council. The division director will submit a written statement to the Dean outlining the reason for the dissolution. A 2/3 majority of current Members of the division and the department/section

chairperson or college dean responsible for the division must sign this petition. The letter shall also outline the potential impact of such dissolution on the Graduate College. A division can only be dissolved once all students in that division have completed their programs or a contingency plan that will not adversely affect the students has been developed and accepted by all parties. The steps in this process are as follows:

1. petition to the Dean
2. permission from the Provost
3. recommendation for approval by the Graduate College Council
4. approval by the University Board of Overseers
5. submission of letter to the State Board of Higher Education

(b) Upon dissolution, all Members of that division will forfeit their Member status in the Graduate College. Membership can be reinstated through petition to the Council by another division director.

Section 4: Division Review

All divisions within the College will be reviewed every five (5) years. The Dean of the College will establish the specific review process, but it is expected that the departmental/section chairperson or responsible dean, division director, Members, and students will be interviewed as part of this process. The process shall occur in two steps:

Step 1: The division director will be sent a set of questions approved by the Graduate College Council concerning the perceived status of the program and its well-being. In addition, the division director will be sent a request for general information about the division's activities and enrollment. The general information request will include information for a five-year period and shall include:

1. enrollment numbers
2. number of applicants
3. number of matriculants
4. number of graduates
5. the gender determinations for the matriculants
6. numbers of students from under-represented minorities
7. numbers of students who have been placed on academic probation
8. student publication numbers
9. number of Members in the division along with lost or new Members during that period
10. Member productivity profiles (numbers of peer-reviewed publications and amount of external funding).
11. Member teaching activities
12. number of division graduate advisory committee meetings held/year
13. a copy of the division's graduate student handbook
14. a "vision of the future" statement by the division director

Step 2: Two members of the Graduate College Council will interview at least two Members of the division, at least two students, the division director and the departmental/section chairperson or

relevant college dean. The review committee will collate and digest the information and then write a report. This report will be submitted to the Graduate College Council for review and discussion. The Council will then recommend to the Dean that the report be accepted or that a more in-depth review be initiated. If the latter, the Dean will form a task force of college Members to follow up on the initial review. If significant problems are identified by this second review, the dean will prepare a remediation plan in collaboration with the division director. This milestone-driven plan will be sent to the department/section chairperson or college dean as well as the Provost of the university. The Graduate College Council will monitor the implementation of the plan and will determine the division's capability to effectively carry out a graduate program annually. Should the Graduate College Council determine that a division no longer has the capability to carry out a graduate program; it will recommend dissolution of the division to the Dean. A dissolution vote recommendation shall require a two-thirds majority of the Council.

ARTICALE IV

THE STUDENT BODY

The student body of the Graduate College comprises students seeking advanced training in research leading to the Master of Science and Doctor of Philosophy degrees. These students participate in coursework, laboratory exercises, research experiences, presentations, scholarly discussion, reading groups, and conduct self-directed research. Students graduating from the College's programs will receive training consistent with the College's vision, which is to graduate students who will become productive scientists, educators and leaders in their respective fields. In the arenas of academia, industry and government, they will compete successfully for funding and train the next generation of researchers and educators.

Section 1: Acceptance of Students into College Programs

(a) Students shall be admitted to the Graduate College by the Dean following recommendation from the division director. Students should meet the following requirements:

- (1) students will have taken the Graduate Record Exam (GRE) and demonstrated proficiency in verbal, quantitative and writing
- (2) if students are from a non-English speaking country, the Test Of English as a Foreign Language (TOEFL) shall be a minimum of 79-80 (EBT), 213 (Computer based) or 550 (paper based)
- (3) students will have an undergraduate/graduate science major demonstrating competency in science
- (4) students without an undergraduate science major will have taken additional science courses to ensure competency in general science, which would include introductory biology and chemistry and at least two additional advanced science courses
- (5) students who have not taken the GRE may be admitted if they have taken other internationally recognized exams (e.g., Medical College Admission Test [MCAT])
- (6) students with advanced degrees (e.g., graduate level MD or PharmD) will not be required to take a placement exam
- (7) students will have completed an application to the College
- (8) students will have provided a complete set of official undergraduate and graduate college transcripts (if applicable) along with three letters of recommendation

(b) The Graduate College Council may approve admittance of students who are deemed to have questionable proficiency. The division director will present the student's case, along with supporting documentation from the student's application to the Council and provide a rationale as to why the student should be admitted. The student shall be accepted if a simple majority of the Council supports the applicant.

(c) Once a division has made the decision to accept a student, the division director will inform the Dean by completing the Acceptance Routing Form (see appendix). This form shall include the following information:

1. full name of the student
2. expected date of matriculation
3. offers of financial support with the specific amount
4. offers of additional benefits (e.g., insurance coverage)
5. the possible need for involvement by the International Services Office
6. whether the student will pay tuition or the tuition will be waived
7. anticipated length of the acceptance

(1) The Dean will inform the registrar's office, which will send out a general acceptance letter. The Dean will also initiate an acceptance letter specifying the conditions and terms of the acceptance including all information needed for the student to matriculate. The student will acknowledge acceptance of the offer in writing by completing the University's "Intent to Register" form. The division director will be notified when this form is received. The registrar's office will send an additional packet of information to the student and the International Affairs Office will contact the student if necessary. The division director will be the point of contact for any issues pertaining to the division (e-mail address included in the acceptance letter) and the Graduate College office will be the point of contact for all matters concerning the College or University.

(d) The same process will be followed for students to be rejected. The division director will provide the division's name, student name, and provide the reason the student is being rejected. The Dean's office will then send out the rejection letter.

(e) A student cannot be accepted until their application file is complete.

(f) For regular classes on campus, once the student arrives on campus, they should inform the division director immediately. They will have been sent forms for enrollment and given the date of orientation. The students should attend orientation to facilitate the enrollment process that is accomplished by the admissions office of the University. Registration for the matriculating Quarter occurs as part of this process.

(g) Upon matriculation the division shall provide the student with a handbook outlining:

- (1) all course requirements preferably with a year-by-year synopsis of recommended courses with course numbers
- (2) required grade performance for all required and elective courses
- (3) requirements for qualifying exams
- (4) description of the general content of the qualifying exam
- (5) process for passing qualifying exams
- (6) process for remediating qualifying exams
- (7) selection of an advisor (if applicable)
- (8) requirements for thesis/dissertation committee selection
- (9) expectations for research work
- (10) form of thesis/dissertation proposal
- (11) thesis/dissertation committee process
- (12) description of the defense process
- (13) requirements for completion of degree

(14) time line for degree completion

(15) other materials relevant to the division not covered by the Graduate College student policies

Section 2: Academic Policies

The Graduate College adopts college-wide policies and procedures and reviews division regulations. Students follow the college and division policies in effect at the time of initial matriculation in the Graduate College. However, The Graduate College and division reserve the right to make substantive changes in its programs after the student's matriculation. Students shall be informed in writing by the division director of any changes made during their tenure in the program. Students re-entering the college after an absence, will be guided by policies and procedures in effect at the time of re-entry.

(a) Course and Examination Policies

The examination policy is the responsibility of the individual course director who will inform students of examination requirements for that particular course. The course director will distribute a packet of information at the beginning of each class that:

- (1) sets forth the grading policy
- (2) includes the general objectives for the course
- (3) includes the course schedule
- (4) includes the learning objectives for each class
- (5) if applicable identifies the period at the end of the quarter provided for preparation for final examinations or for other end of quarter exercises.

(b) Pass/No Pass Grades

Each division identifies all courses required of its students. Required courses are usually taken for grade and not under the pass/no pass (P/N) option. (Required courses also generally have a minimum grade of B to remain in good academic standing in a division). Research hours are generally graded using the P/N option. However, a division may opt to provide a letter grade for research classes (under 600) for master's students. The grading policy for post-candidacy research hours (over 600) for doctoral students shall be P/N.

(c) Good Academic Standing

To remain in good academic standing, students must maintain a cumulative grade point average (GPA) of 3.0 and meet the requirements of his/her division. A student must be in good academic standing to be admitted to candidacy and to graduate. Students failing to maintain a GPA of 3.0 will be notified by the Dean in writing that their student status has been changed to "on probation." Students who fail to remediate their deficiencies within one academic year or are placed on probationary status a third time, are subject to dismissal by The Graduate College. Once a student has been placed on academic probation, the student's division director, together with the student, will develop a written remediation plan that must be approved by the Dean. This may involve taking the class over again, if possible, or substituting additional courses (special topics of readings classes) to resolve the problem.

(1) The Registrar's Office will notify the Dean when a student's GPA falls below 3.0. The Dean will automatically notify the student by certified letter of his/her change in academic standing and a copy will be sent to the division director. This letter will be included in the student's permanent file. If a student fails to meet other requirements of a division, the division director will immediately notify the Dean who will then notify the student by certified letter of his/her change in academic standing.

(d) Academic Difficulty

Each division has policies and procedures regarding students who fail to maintain good academic standing. While the responsibilities of informing students of their academic problems and of establishing conditions for regaining good academic standing reside within the divisions, The Graduate College Council monitors the progress and promotion of all students and gives final approval to award students' degrees.

(e) Dismissal

Each division establishes grounds for dismissal beyond the minimal criteria established by The Graduate College. Should a division recommend the dismissal of a student, the division director will forward such recommendation to the Dean for final action. Letters of dismissal come from the Dean. Appeal of a dismissal action begins within the appropriate division.

(f) Full-time Enrollment

Full-time enrollment is required of all Graduate College students with the exception of the Clinical Research students and students within the Division of Nursing. Full-time students must register for at least 12, but not more than 20, quarter hours per quarter. Students must obtain written permission from the division director for exceptions to this policy. Students receiving a master's degree from the Graduate College as a full-time student must be enrolled for a minimum of three quarters (12 hours per quarter). Part-time students earning a master's degree must be enrolled a minimum of two quarters per academic year. The minimum requirement for graduation from the college is 48 hours with a minimum of 24 completed as a student in the College. At the time of graduation, the student must be enrolled in the College. The maximum time allowed for enrollment for a full-time master's degree is four years starting the first quarter of official enrollment. No fewer than 45 quarter hours of post-baccalaureate study shall be spent in residence at Rush University for the PhD. No fewer than 33 quarter hours of post-master's study shall be spent in residence at Rush University for the PhD degree.

(g) Residency

(1) Full-time Doctor of Philosophy (PhD) candidates are expected to meet all requirements for graduation within five full-time enrolled academic years in the Graduate College (excluding leaves of absence (see below)). This period begins the quarter in which the student formally matriculates. A student exceeding that time limitation must submit to the Graduate College Council, in writing, a request to extend their candidacy beyond that time period. This request must identify the reasons for the extension and provide a written plan with reasonable deadlines for completion. This document will be co-signed by the student's advisor and division director. The council will then vote whether to accept the extension or not (passed by simple majority). The student's advisor will then provide an update on the student's progress after six months. One year after the extension is granted, the student is expected to complete all requirements. A second request may be made by the student's

advisor and division director, but only will be accepted through a two-thirds majority of the voting members present at a formal hearing of the Graduate College Council. Within one year of that second request, the student must complete all requirements for the PhD degree or face dismissal. Alternatively, the student may be awarded a MS degree upon the recommendation of the student's graduate division.

(2) Residency requirements for the PhD in the Division of Nursing differ from those of the other divisions since the Division of Nursing allows pursuit of the degree part-time. PhD (post-master's) students must complete degree requirements within eight years.

(h) Readmission

Any student who has withdrawn from the University or any dismissed student may apply for readmission by submitting an application for this purpose to the Graduate College admissions office. An interview may be required. A re-entering student must meet the conditions for re-enrollment stated in his/her dismissal or re-entry acceptance letter and all policies, requirements and course sequence in effect at the time of re-entry. The student will pay tuition and fees at the rates in effect at the time of re-enrollment. Application deadlines may vary by division.

(i) Academic Progression

The graduate division, in concert with the rules of the College and Rush University, develop specific regulations governing the process that results in final awarding of the degree. While such regulations differ slightly from one division to another, The Graduate College Council reviews each division's program and regulations for approval. In all cases, graduate divisions are required to be explicit and clear about regulations that will affect the candidate. This must be stringently observed in divisional regulations concerning selection of principal advisors, advisory committees, and a plan of study. Similarly, divisions will be explicit and clear concerning academic policies and procedures surrounding qualifying, preliminary, and final examinations when they are required. The divisions are also responsible for providing the candidate with the support needed to plan and conduct the dissertation research. At the same time, a major responsibility of the student is to become familiar with the regulations and expectations of his/her chosen division. The student is responsible for understanding the regulations, and monitoring changes that may occur during their tenure in the program.

(j) Student Academic Appeals Policy

Any student of The Graduate College may appeal a final course grade, failure on a preliminary or comprehensive examination, or failure of the thesis/dissertation that results in his/her academic probation or dismissal from the University. A student may also appeal an unreasonable delay in his/her graduation from the University. No other issues may be appealed through this process.

(1) The process for filing an appeal within the division is maintained by each division. The student may request a copy of the Division Appeal Process from the division director. This process will be completed within one quarter. If a resolution cannot be achieved at the division level, the following procedure must be followed. At any step in the process, the student may withdraw the appeal by written notification to the division director with a copy to the Dean. In the event of a dismissal decision, a student may continue to enroll until the appeal process is completed or the student withdraws the appeal.

Step 1: If the student wishes to appeal the decision beyond the division, within two weeks of receiving a decision from the division, the student will submit a written statement to the Dean requesting consideration of his/her case by an advisory panel. The student must provide the following in the written statement.

1. course number and grade being appealed or other cause for probation or dismissal, i.e., failure of preliminary/comprehensive examination or thesis/dissertation
2. action being requested
3. justification for the request
4. an outline of the efforts and actions already taken to obtain consideration of the request

(2) The student will send copies of this communication to the division director and the department/section chairperson or appropriate college dean. In addition, if a course grade is being appealed, the student will send a copy to the course director. If the evaluation of a thesis or dissertation is being appealed, the student will send a copy to the chairperson of the thesis/dissertation committee. The Advisory Panel will be The Graduate College Council. Its chairperson will be appointed by the Dean from among the members. The division director of the student's division and any other member who is evaluating the student's academic status will not vote in any proceedings.

Step 2: Within two weeks after notification to the Dean, the appointed chairperson of the Graduate College Council will arrange a meeting of the Council. It will submit a written recommendation to the Dean.

Step 3: Within two weeks following receipt of the Council's recommendation and upon discussion with the student and with others as appropriate, the Dean shall reach a final decision and notify each party of the decision. The decision reached by the Dean is final.

(3) The issues discussed and the outcomes of all meetings in this appeal process are to be documented. This record-keeping is the responsibility of a faculty member who is to be designated at each meeting. Copies of the documentation should be distributed to the individuals present at a meeting, to the division director, the Dean and to the student's academic file.

(k) Ongoing Training in Ethics

Full time M.S. and Ph.D. candidates in the Graduate College must attend a minimum of four ethics seminars per year provided by the Office of Research Integrity following their first year of classes. Failure to attend the required number of lectures or equivalent will delay graduation. Alternative training equivalent to at least four contact hours per year may be substituted, but must be approved by the division director and the Graduate College Council.

(l) Rush University Academic Policies

University Policies (e.g. harassment, discrimination) not described above also apply to Graduate Students and are described in the Rush University Catalogue. It is the responsibility of the student to become familiar with these policies.

Section 3: Student Government

The Graduate Student Council is the sanctioned student governmental body in the Graduate College. The elected President and Vice President sit on the Graduate College Council along with one at large elected student. These students cannot be from the same division. All three students of the Graduate College Council have full voting rights in its meetings.

ARTICLE V

ADVANCED CANDIDACY AND MASTER'S DEGREE POLICIES

Section 1: Advanced Candidacy Procedures

(a) Qualification for Candidacy

(1) Students seeking the doctor of philosophy (PhD) degree must qualify for candidacy for this degree. The division must establish, in writing, its rules for qualification to candidacy including all coursework and other requirements and the form of the qualification exam/proposal. The division must set criteria for the number of times a student may undergo the qualification process and establish a time limit within which the qualification process must be completed. In order to qualify the student must:

1. be in good academic standing (grade point average [GPA] of 3.0 or greater) at the time of petitioning for qualification
2. have completed all divisional requirements for qualification
3. completed a course in ethics training and be participating in ongoing ethics training.

(2) The student must inform the division director that s/he is prepared for qualification. The qualification process may take several forms although some form a written/oral/research plan that can be documented must be established with clear pass/fail criteria. This documentation must be included in the student's file. The student will be informed in writing that s/he has passed the qualification process. Failure to qualify will result in a terminal master's degree (see below).

(b) Student Dissertation Committee

A student, in collaboration with his/her advisor, will form a dissertation committee for the purpose of overseeing and approving the student's dissertation committee. The committee is charged with ensuring the quality and originality of the work.

(c) Dissertation Committee Composition

The committee will be comprised of the student's advisor(s) and at least four other members. At least two members must be from the student's division. At least one member of the committee must be from outside the division and/or university. The division director must approve the composition of the committee. Once formed, the committee will choose a dissertation committee chairperson. The chairperson cannot be the student's advisor and must be a Member of the Graduate College. The chairperson is responsible for setting dissertation meetings, establishing the agenda for those meetings and distributing minutes from those meetings to all members of the committee, the student and the student's division director. The division director may attend all committee meetings, but is considered *ex officio* unless officially chosen as a committee member.

(d) Dissertation Committee Responsibilities and Timeline

(1) The student's advisor will ensure that the student is in good academic standing and has passed qualifying exams prior to the inaugural meeting of the committee. The student's advisor will meet with the student to determine if the dissertation's plan is sufficiently developed to hold a meeting. This plan will be in the form of an R-21 National Institutes of Medicine proposal or its equivalent. At the first meeting:

1. the student's advisor will call for nominations for committee chairperson
2. once elected, the chairperson will run the remainder of, and all subsequent meetings
3. the student will present his/her dissertation proposal orally (this presentation should be accompanied by a written proposal that includes Specific Aims, Background and Significance, Preliminary Data, and a comprehensive Research Plan).
4. during the presentation, the committee will comment on the goals of the project and its feasibility. Particular attention should be placed on ensuring that the student's work will qualify as a dissertation regardless of its outcome (provided all work is carried out as planned).
5. decide to accept or call for modifications to the proposal. Should the committee decide that substantial revisions are needed; the committee may opt to hold a second meeting.
6. the committee will vote unanimously to accept the proposal as presented. An affirmative vote creates, in a sense, a contract between the student and the committee that if carried out, will qualify the student for graduation. This assumes that the work will lead to the eventual submission of at least one first author manuscript (although a division may opt to require acceptance of a first author manuscript, which is strongly encouraged, acceptance of said manuscript is not a college requirement).

(2) The student must keep the committee apprised of the progress of the work and seek unanimous approval for all changes as the plan progresses. Prior to the student's public defense of his/her proposal, the committee will again meet to verify that the student's project has been completely carried out as planned. At that meeting, it is assumed that a complete working draft of the proposal has been distributed and read by all members of the committee. It is further assumed that this draft will follow a structure approved by the university's head librarian. Approval to proceed to the public defense requires a four-fifths approval (only one dissenting vote is allowed).

(e) Changes in Dissertation Committee Composition

If for any reason, a committee member decides s/he can no longer serve, s/he must inform the committee chairperson and a new member must be added. The addition of the new member must meet the rules for committee composition (i.e., two members from the student's division, graduate college membership, and outside division representation). The committee chairperson will inform the division director of the change.

(f) Public Defense of the Dissertation

(1) Following approval to proceed to public defense, the committee chairperson will inform the division director of the intent to defend. The student, dissertation committee, and division director will

identify the date for the defense. This date must be at least 15 days prior to the beginning of the subsequent quarter in order for the student to officially graduate within that quarter unless extenuating circumstances are presented to and approved by the Dean.

(2) The student's division will publicly advertise the defense of the dissertation across the campus at least one week prior to the scheduled date. The Dean shall be notified. The defense will be open to the public and will be chaired by the committee chairperson. The student will present his/her dissertation orally. At the conclusion of the oral presentation, the student will be required to field questions from the audience.

(g) Dissertation Approval

Following public defense, the dissertation committee will meet in executive session. All members of the committee must be present at this meeting (physically or electronically). At this meeting, the committee may opt to ask additional questions pertaining to the student's chosen field and/or ask for further clarifications on the student's data. The committee may call for additional editing of the written dissertation at this time. The committee chairperson will then call for a vote to approve. Dissertation approval allows for only one dissenting vote, which cannot be the student's primary advisor. Once the decision to approve has been made, the committee chairperson will inform the student's division director who will then notify the Dean. If editing to the dissertation document is required, the student must make those changes within 30 days so that the document can be signed by all voting members within that time and approved by the University's head librarian. Once approved by the librarian, s/he will inform the Dean's office, division director, registrar, and student that the dissertation document is complete.

Section 2: Student Thesis Committee

(a) Students seeking a research Master of Science (MS) degree fall into one of two categories:

- (1) enrollment in a research Master of Science (MS) program
- (2) students who fail to qualify for PhD candidacy.

(b) Students enrolled in a research MS program will form a thesis committee and follow a process similar to that described for the dissertation with the following differences:

- (1) the committee will consist of a minimum of three members
- (2) only one member must be from the student's division
- (3) only one member must be a Member in good standing within the Graduate College
- (4) a committee member from outside of the student's division is not required
- (5) although a formal pre-approved research plan is not required, it is strongly encouraged
- (6) although a submitted first author manuscript is not required, it is strongly encouraged
- (7) a student may write a scholarly work in lieu of a research project in which case a committee must still be formed to oversee the work and a public presentation of that work must be given.

(c) Upon a student's failure to qualify for a PhD, the division director must inform the Dean of that failure. At that time, the division director may petition to form a three-member committee to oversee

the completion of an MS degree. The composition of the three-member committee will be the same as that described in section 2(b) above. The student could write up a thesis on the work completed to date. Alternatively, the committee may oversee the preparation of a scholarly work. In either case, the work must be presented publicly as described for the research thesis and must be signed by all members of the thesis committee.

Rush Graduate College Acceptance Routing Form

To: Paul M. Carvey, PhD
Dean, Rush Graduate College

RE: *student name*

The Graduate Advisory Committee of the Division of _____ has met and decided to *accept/reject* the application of *Mr./Ms.* _____ to its graduate program.

1. Matriculation Quarter *Fall, Winter, Spring, Summer*
2. Stipend/scholarship offered for first year \$ _____
3. Benefits offered for first year (specify) _____
4. Need for International Services *yes* *no*
5. Anticipated tuition for the first year \$ _____ *or waived*
6. Length of offer 1 2 3 4 5 years

I certify that this student's application is complete and that this student meets all of the minimum requirements of the Graduate College and the Division of _____.

If the student is being rejected, please provide the reason below:

Name of director

Date