



March 21, 2017

MEMO

To: Deans, Directors, and Chairs

From: David Johnson and Ulla Sypher, GPC co-chairs

Re: New policy on GPC submissions

The mission of the Graduate Policy Committee (GPC) is to help units around the university deliver the best possible graduate education. To this end, the GPC conducts graduate-level program reviews as part of the QER process; considers university-wide policy relating to graduate education; and reviews applications for new and joint graduate degree programs. It's important work, and we take it very seriously.

To do this work well, we need to manage our time carefully. We are still receiving requests this semester from units to review new or joint graduate degree program proposals. Unfortunately, our time is completely booked for the rest of the Spring 2017 semester, including during final exam week. Thus, unless you already have a confirmed date for your review or submission, we regret that we will not be able to accommodate you until September when the GPC resumes its work.

In order to coordinate units' new proposal submissions and regularly scheduled unit reviews, we see the need to establish a new policy, beginning immediately. The new policy states:

**Units planning to submit proposals to the Graduate Policy Committee need to establish their intent to file by the end of the third week of the semester in which they plan to file.**

All submissions or intentions to file notification should be submitted to James Beck at the Graduate School. Having advance notice of all submissions that will come in during any given semester will allow us to allocate adequate time for each agenda item. We would also like to point out that you are welcome to submit either your intent or your actual proposal early. In fact, the first few weeks of any semester are the best time for the GPC to be reviewing proposals. Thus, feel free to contact us now or over the summer in order to get scheduled for early fall semester.

Sincerely,

Handwritten signature of David Johnson in black ink.

David Johnson, Ph.D.  
Co-Chair, Graduate Policy Committee

Handwritten signature of Ulla Sypher in blue ink.

Ulla Sypher, Ph.D.  
Co-Chair, Graduate Policy Committee