

Operating Code
External Master of Arts Committee
2005-2006

Faculty Members

John Cosgrove, Library term expires 2006
Natalie Taylor, Government term expires 2006
Marc Andre Wiesmann, Foreign Languages & Literatures term expires 2006
Debra Fernandez, Dance term expires 2007
Phyllis Roth, English term expires 2008

Master's Program Academic Staff

Erica Bastress-Dukehart, Acting Director
Sandy Welter, Academic Advisor

Office of the Dean of Faculty
Dean of Faculty Designee

Office of the Dean of Special Programs
Paula Newberg, Dean

Function

Membership

Elections and Appointments

Meetings

Academic Policies and Procedures

Admissions

Disciplinary Policy

Administrative Policy

Archives

Function:

To participate in all aspects of the College's graduate program by determining academic policies and procedures, admitting and dismissing students, approving academic plans and final project proposals, and making recommendations for degrees, and to assist in the further direction of the program.

Membership:

The committee members include four faculty elected to serve three-year terms; one library faculty member appointed in consultation with the Director of the Master's Program and the College Librarian to serve a three-year term; a representative appointed by the Office of the Dean of Faculty; the Dean of Special Programs; the Director and Academic Advisor of the Master's Program.

Elections and Appointments:

The Committee on Faculty Governance conducts college-wide elections for faculty committees. Faculty members are elected each year to three-year terms on the External Master of Arts committee. Terms are staggered. If a faculty member is unable to perform his/her duties on the committee, he/she notifies the committee chair and/or the director of the Master's Program, and arrangements are made with CFG to replace that committee member.

The Director of the Master's Program, the Program's Academic Advisor, a designee from the Dean of Faculty's Office, and the Dean of Special Programs also serve as members of the committee

Meetings:

Meetings of the External Master of Arts committee occur as needed during the academic year as well as during the summer months to enable students to complete their academic plans.

Academic Policies and Procedures:

The External Master of Arts committee has final authority to approve every student academic plan and final project proposal. The committee may stipulate changes in academic plans and final project proposals where appropriate. When Master's students and their advisors petition for changes in academic plans or final project proposals, the committee has the authority to approve or reject those petitions.

Admissions:

The staff of the Master's Program is designated by the committee to perform admissions interviews with prospective graduate students. The Director of the Master's Program exercises final authority over admissions decisions on behalf of the committee.

Disciplinary Policy:

The External Master of Arts committee has authority over student disciplinary actions—probation, expulsions, and integrity violations. The committee, on the recommendation of the program director, may dismiss students who violate Skidmore College disciplinary codes or for administrative reasons including non-payment of fees.

Administrative Policy:

The External Master of Arts committee advises on all matters of administrative policy. The committee oversees administrative structures and processes in consultation with the program director.

Archives:

The office staff of the Master's Program is responsible for keeping student records and records of committee actions. The Director has designated the Assistant to the Director and Coordinator of Academic Records as the staff member responsible for maintaining the records.

Copies of the graduate student handbook are available in the Master's Program office.