

# 1.8 Common Administrative Board Actions

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## A. Course Actions

The Board reviews and recommends for approval course actions for the creation, deactivation, and revision of all graduate and professional (#500-level) courses. These course proposals may be submitted at any time. However, if the desired effective term for a new course is the immediately following semester, the Administrative Board Coordinator must receive proposals by the following deadlines:

Date Due to Administrative Board Coordinator	Desired Effective Term
February 1	Summer
March 15	Fall
September 15	Spring

## B. Program Actions

The Board reviews and recommends the following program actions:

- new graduate degree programs, concentrations, and certificates
- discontinuation of degree programs, concentrations, or certificates
- revision of degree program curriculum requirements
- changes to the title or in the CIP code of an existing degree program or concentration

## C. Workflow

All items reviewed by the Administrative Board follow the following steps (for a more comprehensive listing of the steps see <https://grad.ncsu.edu/faculty-and-staff/program-development> (<https://grad.ncsu.edu/faculty-and-staff/program-development/>)):

1. Proposals are initiated in the program/department;
2. Upon program/department approval, the proposals are routed through the college for review by the respective Graduate Studies Committee and the college dean; interdisciplinary programs may require the approval of multiple colleges;
3. Upon college dean approval, the proposals are sent to the Administrative Board Coordinator in the Graduate School;
4. Proposals are reviewed by the Assistant Dean for Program Development;
5. Proposals are reviewed by three Administrative Board voting members;
6. Proposals are placed on the meeting agenda for review and vote by the full Board;
7. After Board recommendation and Graduate Dean approval, no additional approvals are required for curriculum revisions and concentrations. Course actions are sent to Registration & Records for implementation and program actions are sent to the Provost's office to continue through the university and, where applicable, UNC system routing processes.

Note: at any point in this process, the proposal may be sent back to the instructor, program, or department for revision.

## D. Graduate Policies

Reviews, revises, and recommends for approval revisions to graduate policies contained within the Graduate Handbook.

## E. Memoranda of Agreement/ Understanding

Reviews and recommends degree-related agreements, including both domestic and foreign, that pertain to the graduate academics. The routing for these memoranda is identical to that for new programs (see above).

## F. Extensions to Time Limits beyond Two Years

Although the Graduate School recommends extensions to the time limits of up to two years, for extensions exceeding these limits, students accompanied by their major professor and DGP must present the rationale for a continued extension to the Administrative Board. The Board will determine whether or not a further extension should be granted.

## G. Degree Conferral

Each semester recommends the conferral of graduate degrees for both master's and doctoral degrees, with the exception of the Doctor of Veterinary Medicine.

## H. Posthumous Degrees

Posthumous degrees may be requested for graduate students who are close to completing their degree requirements (see 3.20 – Graduation for additional details (<http://catalog.ncsu.edu/graduate/graduate-handbook/graduation/>)).