

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

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.

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