

- I. **Composition:** The committee will consist of five graduate faculty members. Two members will be appointed by the Department Head and three will be elected by the graduate faculty.
- II. **Term of Office:** Three years (July 1, - June 30). Terms should be staggered so that one member is elected each year. No member may serve more than two consecutive terms, either elected or appointed.
- III. **Elections:** One member shall be elected each year to replace the out going member. Special elections can be called to replace any member who resigns or leaves the university. The Committee will elect a chairperson each year.
- IV. **Duties of the Graduate Committee:**
- A. Assure that departmental graduate activities are in compliance with the Graduate School, Graduate Council and Departmental Graduate Program guidelines.
 - B. Call meetings of the DCS Graduate Faculty.
 - C. Advise the Department Head on all graduate matters.
 - D. Review all graduate applications on matters of admission for Department Head approval.
 - E. Review all Programs of Study submitted by students and advise the Department Head on their quality and adequacy.
 - F. Coordinate an annual review of all graduate programs with the major professors and report to the Department Head and faculty the results of that review.
 - G. Review and recommend to the Department Head the appointment of all Graduate Student Supervisory Committees, Thesis Committees, Examination Committees (preliminary and thesis defense) and certification/recertification of faculty to direct PhD students.
 - H. Encourage faculty membership in the committee, conduct the voting for new members, and prepare supporting documentation, if required, for members receiving a positive vote for membership.
- V. **Duties of the Chair Person:** To call and chair meetings of the DCS Committee or DCS Graduate Faculty as required and to respond to student inquiries for graduate study in the Department.
- VI. **Ex officio members:** If the Department Head or the Associate Dean for Research and Graduate Affairs of the College of Veterinary Medicine are not duly elected members of the DCS Graduate Committee, they will be ex officio members.
- VII. **Amendments:** These by-laws may be amended by 2/3 majority vote of attending graduate faculty members. Proposal for amendment must be circulated to all graduate faculty members one week prior to a vote.
- VII. **Admission of graduate students, major professors, supervisory committees, programs of study and course work:** These items are governed by the Department of Clinical Sciences Graduate Program and the KSU Graduate School.

CURRENT MEMBERS			
3 year term/Maximum 2 terms			
2 appointed by Department Head/3 elected by Grad Fac			
1 member should be reelected or reappointed each year			
Name	Date Appointed	1st Term Expires	2nd Term Expires
Warren Beard (elected)	2005	2008	2011
Mike Apley (elected)	2005	2008	2011
James Roush (appointed)	2007	2010	2013
David Anderson (Chair)(appointed)	2006	2009	2012
Laura Armbrust (elect)	2005	2008	2011
Department Head	N/A	N/A	N/A