

ByLaws Implementation Suggestions:

1. Allow up to one year for final submission of bylaws.
2. Obtain list of all programs – masters and doctoral
3. Deans will be asked to submit a schedule of bylaws submission from their college with programs divided equally among quarterly due dates:
 - 1 April 2009
 - 1 July 2009
 - 1 October 2009
 - 1 January 2010
4. A program may request an informal review of their bylaws before submitting them to the graduate program faculty for vote. This review will be conducted by representatives of the Graduate School and the Graduate Studies Committee and feedback will be provided. This is **not** a formal review; after the bylaws have been formally submitted to Graduate Council, the Committee will provide additional comments.
5. Final submission packet for each program should include:
 - Cover memo from graduate program Chair or delegated faculty member
 - Date and manner in which program approved the bylaws
 - If resubmission, summary of changes in response to recent review
 - Bylaws
 - Major curricular changes (if desired)
 - List of all proposed program faculty
 - Include CVs for graduate faculty in program that are not currently faculty at WSU (NOTE: These individuals must be approved as Adjunct Faculty prior to designation as graduate faculty.)