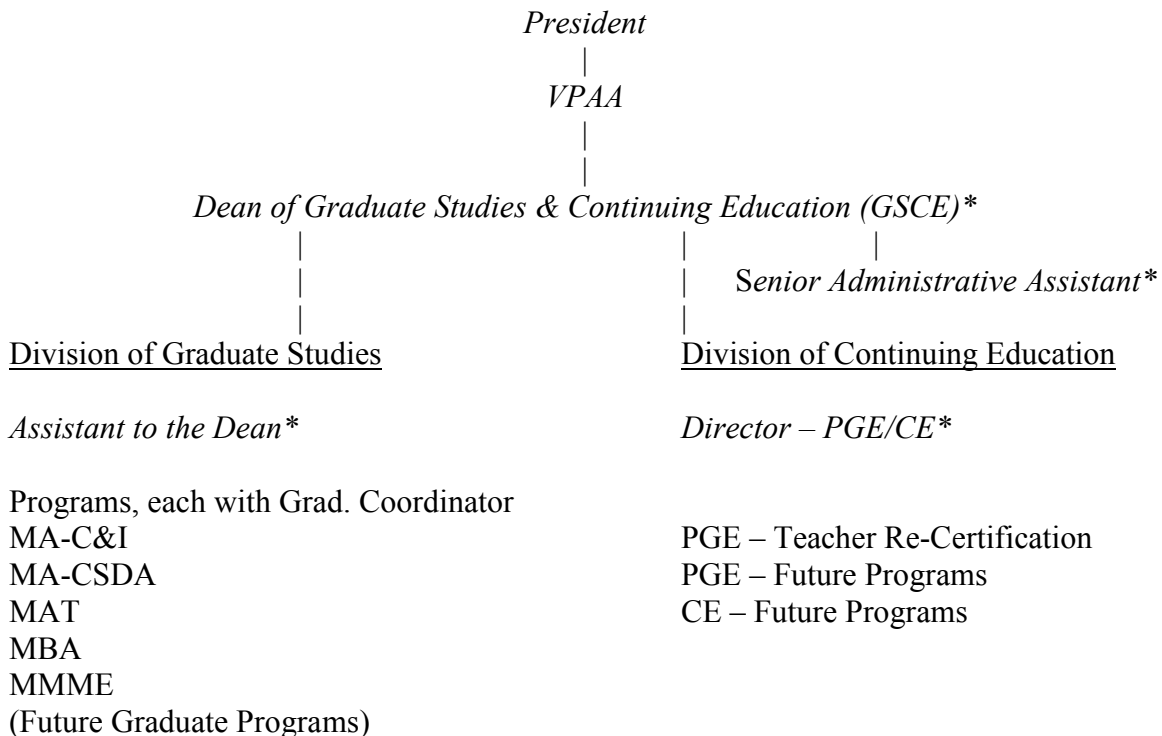


**OFFICE OF GRADUATE STUDIES AND CONTINUING EDUCATION
ORGANIZATIONAL STRUCTURE PROPOSAL and
AMENDMENT OF POLICY 2, APPENDIX A**

With the advent of the professional graduate education (PGE) programs in teacher re-certification started in 2007 by Dr. Doug Smith, there is a need to increase those programs and expand such programs to other professions, including continuing education (CE) at the undergraduate level. Based on the creation of the CE as an umbrella for the PGE, we propose to create a Division of Continuing Education (DCE) that is aligned with the Division of Graduate Studies for administrative purposes.

Graduate Studies is an academic office that requires approval for renaming as The Office of Graduate Studies & Continuing Education. The Dean will be responsible for both the DGS and DCE. Both the DGS and DCE bring in substantial revenue and require oversight for fiscal and academic standards.

Organizational Proposal:



*All positions are currently filled

The following resolutions are recommended for adoption by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the renaming and reorganization of the Office of Graduate Studies and Continuing Education and the revision of Appendix A of Policy 2, as presented in the September 11, 2008 agenda book.