



Attendance & Delegate Requirements

2010 - 2011 Academic Year

**The Ohio State University
Council of Graduate Students**



CGS Meeting Schedule 2010-11

1. Delegates are expected to attend all CGS delegate meetings unless they have a reasonable excuse.
2. Reasonable excuses for not attending delegate meetings include classroom obligations such as teaching and attending class or tests, mandatory departmental meetings, obligations to family and work, and other reasons thought to be reasonable by the CGS Secretary. This policy is intended to be flexible and reasonable, given the many obligations and demands on graduate students.
3. Delegates who cannot attend a meeting for these reasons should appoint an alternate delegate from their department.
4. When delegates miss two CGS delegate meetings in a row or three CGS delegate meetings over the course of the academic year due to an unexcused absence or without notifying the Secretary of an excusable reason, the Secretary will send a reminder letter to the delegate requesting their attendance, and a copy of the letter will be sent to the Chair of the delegate's Graduate Studies Committee.
5. When delegates miss three CGS delegate meetings in a row or four CGS delegate meetings over the course of the academic year due to an unexcused absence or without notifying the Secretary of an excusable reason, the Secretary shall take steps to decertify the delegate and send a letter notifying the delegate and the Chair of the delegates Graduate Studies Committee of this action.

• **SPREADING THE WORD**

To ensure that all OSU graduate students are kept abreast of issues, interests or concerns relevant to them, it is the responsibility of the delegates to forward any emails containing information of the sort to colleagues in their department/program. If there is more than 1 delegate from a department, the delegates should decide who will be responsible for this duty. An e-mail list of students in the delegate's department can typically be obtained from the department's graduate coordinator.

* University Senate Committees