Graduate Affairs Committee Minutes

July 8, 2013

Members Present: Robert A. Vaughan, Jr. (Chair), Deborah Deckner, Linda Nash, Elliot Krop, Craig Hill, Adam Tate for R. B. Rosenburg, Celeste Walley-Jean, Ken Nguyen, Tom McIlwain, Patricia Smith and Mari Roberts.

Members Not Present: Victoria Foster, Ali Dadpay, Ruth Caillouet, Susan Ashford, Richard Pearce-Moses

Guests: Rafik Mohammed

Meeting called to order at 2:00 p.m.

The minutes from June 10, 2013 Graduate Affairs Committee meeting were reviewed. A motion to approve the minutes was made by McIlwain, seconded by Walley-Jean, and approved by the Committee.

The Committee reviewed the Graduate Faculty applications listed below:

* Diane Fulton (Ph.D.), College of Business (Full) – recommendation to approve was made by McIlwain, seconded by Smith, and approved by the Committee.
* Anastasia Tosouni (Ph.D.), College of Arts and Sciences (Full) – recommendation to approve was made by McIlwain, seconded by Walley-Jean, and approved by the Committee.

The committee reviewed the graduate policy changes and voted on the changes indicated below.

Recommendation to approve the provisional admission policy was made by Walley-Jean, seconded by Krop and approved by the committee

**Provisional Admission**

The use of Provisional admission is solely the prerogative of the School of Graduate Studies. Provisional Graduate Status may be given to applicants who show promise but are not able to fulfill all the requirements for admission to Full Graduate Status at the time they apply. Students admitted under the Provisional category are informed of expectations or conditions in the letter of admission. Provisional status may not be used as a mechanism to accept students and allow the submission of admission materials, such as standardized test scores, at a later date. Graduate student may take a maximum of nine semester hours of coursework in a provisional status, but may not be in provisional status for more than one semester. In the rare instance when a provisional extension may be necessary, the Graduate Director must submit a justification letter for approval by the Graduate Dean. Students admitted to Provisional Status may be dismissed from their programs if the School of Graduate Studies determines that the student is not making satisfactory progress toward progression to Full Status.

Recommendation to approve the course repeat policy was made by Krop, seconded by McIlwain and approved by the committee

**Course Repeat Policy**

A student who has earned a less than satisfactory grade (C, D, F, WF, or U) may be dismissed from his/her graduate degree program. Courses in which a grade that is less than “C” is earned will not count toward the fulfillment of the respective degree requirements, but will count for GPA calculation purposes. Those courses in which grades of “D”, “F”, “WF” and “U” are earned must be repeated. At the graduate level, when a graduate course is repeated the original grade is not replaced by the repeated grades. Both grades will be calculated in the grade point average (GPA). No more than two (2) grades with “C” are allowed in a graduate program. Students earning more than 2 course grades of “C” or lower will be dismissed from the graduate school.

Recommendation to approve the academic warning policy was made by Walley-Jean, seconded by Deckner and approved by the committee

**Academic Warning**

Students who earn a grade of “C” or below in a graduate course are issued a letter of “academic warning” (copied to Graduate Director) even if the cumulative and/or term GPA remains at or above 3.0. This letter serves to remind students that no more than 2 grades of “C” or lower are allowed for continued graduate study.

Recommendation to approve the academic probation policy was made by Roberts, seconded by Smith and approved by the committee

**Academic Probation**

Students whose cumulative GPA falls below the minimum acceptable GPA of 3.0 are placed on Academic Probation. Students on Probation must contact their Graduate Program Director to receive information and assistance on their continuation in graduate study. Students on Academic Probation are restricted to taking 6 credit hours or less until the GPA is raised to above a 3.0. In addition, students on Probation, especially those on Probation for the first time, may be required to develop a remediation plan for continuing in graduate school.

Recommendation to approve the academic suspension and dismissal policy was made by McIlwain, seconded by Nash and approved by the committee

**Academic Suspension and Dismissal**

Students may be dismissed from graduate study when their cumulative GPA remains below 3.0 for two consecutive terms or if they earn more than two grades of “C” or below. Students are placed on Academic Suspension when, while on Probation, they earn a term GPA that is less than 3.0. Academic Suspension bars students from enrolling for one semester. Students who are suspended should develop a concrete plan for academic success in consultation with their Graduate Program Director. Reinstatement is not automatic. To be reinstated a student must submit a request letter and remediation plan for future academic success to the School of Graduate Studies four weeks before the start of the semester in which he/she wishes to resume coursework. For those readmitted, the Graduate Dean may impose restrictions: students may be required to enroll in specific courses, limit the number of hours that they take and/or participate in structured academic support programs. Students who are reinstated will be on Academic Probation and must continue to maintain a minimum term GPA of 3.0 until they achieve good academic standing.

Dr. Vaughan discussed the need to form a Graduate Waiver and Scholarship Committee and a Graduate Petition Committee. The Graduate Waiver and Scholarship committee would be in charge of reviewing the out of state tuition waiver requests and scholarship applicants. The committee members will serve for one year. The members for this year are Ali Dadpay, Thomas McIlwain, and Richard Pearce-Moses. The Graduate Petition Committee would be in charge of reviewing deviations from graduate policies and regulations. The committee members will serve for one year. The members for this year are Elliot Krop, Deborah Deckner, and Patricia Smith. The graduate petition form was approved.

The need for a deadline for graduate assistantships was discussed. Some of the problems with appointing a graduate assistant late in the semester include reimbursement of the tuition waiver or ensuring there is ample time to process the paperwork for the stipend. The committee suggested a tentative deadline for fall semester as August 30. Dr. Vaughan will also discuss the need for a graduate assistantship deadline at Deans Council.

Meeting adjourned at 3:05 p.m.

Submitted by Elizabeth Taylor