

Graduate Council Meeting Minutes

October 26, 2012

2:00 p.m., Thurmond 208

Members present: Jennifer Jordan (COE, vice-chair), Don Rogers (VPA), Brent Cagle (A&S), Ronnie Faulkner (Dacus), Melissa Carsten (CBA), Spiro Shetuni (Dacus), Kelly Adrian (A&S Student), and Amanda Hess (CBA Student)

Guests present: Tom Polaski (ex officio, A&S), Sue Lyman (GFA chair), Gina Jones (R/R), Robbie Hampton (R/R), Maria D'Agostino (R/R)

- I. Dr. Jordan introduced Kelly Adrian as a student representative to the Council from the College of Arts and Sciences.
- II. The minutes from the September 14, 2012 meeting were approved.
- III. Old Business
 - a. Dr. Cagle presented information he and Dr. Alderman learned about the petition processes at Coastal Carolina, UNC-Wilmington, James Madison, and Appalachian State.
 - i. Overview: We reviewed policies and procedures at four institutions including Coastal Carolina, UNC-Wilmington, James Madison, and Appalachian State. These four were chosen based on accessibility and thoroughness of information available online.
We noted four main areas to bring back to the Council:
Process of graduate petitions.
At all the institutions we reviewed, petitions were resolved at the Department or College level. College-level committees were established to review graduate petitions not resolved at the Department level. At some institutions, strict time limits were also included for academic or procedural concerns to be heard at each level. Final appeal was to the Dean of the Graduate School in most places. In one case, a joint final appeal would go to the Dean of the Graduate School and Dean of the appropriate College simultaneously.

Time periods allowed.
We saw anywhere from five to seven years for students to complete master's degree requirements in the universities we reviewed. The "clock" always started upon the first semester of coursework the student enrolled following formal admission to a graduate program. Sample language: "A graduate student has XXX calendar years to complete his or her degree program. The period begins with the student's first term of work after formal admission to a

degree-granting program. Work completed as a non-degree student does not initiate the XXX-year period for completing a degree program.”

Extensions to complete program requirements.

These seemed to be resolved, again, most often at the Department or College level. It seems to us that an automatic one-year extension (when warranted), at whatever level, would reduce multiple appeals for semester-long extensions.

How often a student may petition.

It seems to us that by designating a more tiered process for petitions and instituting a one-year extension policy (when warranted) across campus, the number of petitions would be reduced and multiple petitions by the same student would also be reduced.

- b. Dr. Carsten informed the council on her findings regarding the variation of procedures and process for theses across departments and even within colleges. Dr. Rogers presented information about compensation for assisting students with theses. This also varies widely among departments. The council would like Dean DeRochi to bring this issue to the attention of the Academic Leadership Council.
- c. Dr. Jordan discussed the recommended changes to the catalog regarding students on probation and process for students returning after dismissal. Please see the old and new language below. A change proposed by the council is in red.

Under Probation

- 1) Specify that “W/N” courses *no longer* count toward the 9 hrs requirement for rising above minimum GPA.)
- 2) Added sentence making visible financial aid consequences for students withdrawing from 3hrs in given semester.
- 3) Added sentence regarding students on probation in cohort programs, giving those students one semester to raise their GPA to appropriate standard.

Original language with edits

“A student may take up to nine graduate hours while on academic probation. If the grade-point average does not rise to the minimum acceptable standard based on the number of hours earned within the first nine hours of being placed on probation, the student is dismissed from graduate study. **A course in which the student chooses to withdraw before the withdrawal deadline will not be included in this nine-hour limit. A student on probation who chooses to withdraw from a course may not be eligible for financial aid the following semester because a student seeking financial aid must be enrolled in at least six semester hours. Students on probation in cohort programs requiring more than nine hours a semester must raise their grade-point average to the minimum acceptable standard by the end of that**

semester. (my emphasis) A course in which the student receives a grade of W/N is included in this nine-hour limit. If a student repeats one or two courses while on academic probation, the new grade replaces the original grade in the calculation of the grade-point average.”

Clean Copy:

“A student may take up to nine graduate hours while on academic probation. If the grade-point average does not rise to the minimum acceptable standard based on the number of hours earned within the first nine hours of being placed on probation, the student is dismissed from graduate study. A course in which the student chooses to withdraw before the withdrawal deadline will not be included in this nine-hour limit. A student on probation who chooses to withdraw from a course may not be eligible for financial aid the following semester because a student seeking financial aid must be enrolled in at least six semester hours. Students on probation in cohort programs requiring more than nine hours a semester must raise their grade-point average to the minimum acceptable standard by the end of that semester. If a student repeats one or two courses while on academic probation, the new grade replaces the original grade in the calculation of the grade-point average.”

Under Dismissal, within section on Readmission

- 1) Remove statement regarding prohibition of credit for courses earned before dismissal.
- 2) Add statement that student readmits on academic probation.
- 3) Add language specifying the requirement for students readmitted after academic dismissal to retake courses below a B or petition for academic forgiveness. Note: This would include those students who are changing programs as well; these students would normally petition for academic forgiveness as part of their readmission/change of programs process.
- 4) Move sentence regarding “prior repetition attempts.”
- 5) Separated paragraphs for students being readmitted to same program from students being readmitted to a new program.

“When students reapply following dismissal, they are responsible for assembling all credentials required for readmission by the appropriate academic unit. Students’ credentials are evaluated and the admission decision is made by the academic unit. These credentials must include a transcript of all work at Winthrop University prior to the dismissal.

Students who are readmitted after dismissal are readmitted on academic probation (*my emphasis*). ~~No course with a grade below B from students’ previous (prior to dismissal) may be applied for readmission credit.~~ Students who are readmitted to the same program area after dismissal must repeat courses in which they previously received grades below B in order to raise their cumulative grade point average to the minimum acceptable standard. **A student may repeat these courses regardless of prior repetition attempts (my emphasis, sentence moved from later in para.).** ~~However, a grade below B after readmission in any course will result in immediate dismissal.~~ **However, a cumulative gpa below 3.0 after readmission will result in immediate dismissal.**

Students changing degree programs or areas of concentration may petition for academic forgiveness if the courses in which they made a grade below a B are not required in the new program or area of concentration. Additional consideration may be made for academic

forgiveness in the event of verifiable and documented extenuating circumstances. ~~A student may repeat these courses regardless of prior repetition attempts (moved earlier). If a student who previously received course grades below B is readmitted, the student may repeat these courses regardless of prior repetitions. However, a grade below B after readmission in any course will result in immediate dismissal.~~ **However, a cumulative gpa below 3.0 after readmission will result in immediate dismissal.**

Clean Copy:

“When students reapply following dismissal, they are responsible for assembling all credentials required for readmission by the appropriate academic unit. Students’ credentials are evaluated and the admission decision is made by the academic unit. These credentials must include a transcript of all work at Winthrop University prior to the dismissal.

Students who are readmitted after dismissal are readmitted on academic probation. Students who are readmitted to the same program area after dismissal must repeat courses in which they previously received grades below B in order to raise their cumulative grade point average to the minimum acceptable standard. A student may repeat these courses regardless of prior repetition attempts. However, a **cumulative gpa below a 3.0** after readmission will result in immediate dismissal.

Students changing degree programs or areas of concentration may petition for academic forgiveness if the courses in which they made a grade below a B are not required in the new program or area of concentration. Additional consideration may be made for academic forgiveness in the event of verifiable and documented extenuating circumstances. ~~However, a grade below B after readmission in any course will result in immediate dismissal.~~ **However, a cumulative gpa below 3.0 after readmission will result in immediate dismissal.**

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- IV. New Business – Curriculum Action Items. All items were approved.
 - a. PHED 681, Ethical Issues and Research in Physical Education was changed to SPFA 681, Research in Physical and Sport
 - b. A program change for SPFA to drop SPFA 686, Event and Facility Management and SPFA 619, Sport and Fitness Promotion to comply with their COSMA accreditation report
 - c. Drop the pre-requisite of admission to the COE to take SPED 561. This will allow Family and Consumer Science majors to take the course.
 - d. The following designators were changed to better identify all middle level courses: EDCI 690, 630, 620, 610, and 600 to MLED 690, 630, 620, 610, and 600.
 - e. Add MLED 555, Topics in Middle Level Education – Variable topics course will allow the department to offer courses based on local schools’ interests; will also serve as the support course for undergraduates in final semester during transition to new teacher education core.
 - f. Modify MST 531, Computer Music Technology I to Computer Music Composition I, and Computer Music Technology II to Computer Music Composition II
- V. A request for graduate faculty status for Dr. Charles Alvis in CBA was approved.

VI. The meeting was adjourned.

The petitions committee meet immediately following adjournment.