

Graduate Policy Committee
March 18, 2015, 10:30, MH 395
AGENDA

- 1) **Welcome and call to order**
- 2) **Approval of minutes from the last meeting**
- 3) **Review of issues for the committee to consider:**
 - a. Requirement for students to be on campus to defend their thesis/dissertation – request from one of the online programs. Tabled for further information 9/10. Review on 10/8. **Reviewed on 2/27.**
 - b. Review of Appeals Deadlines – appeals in terms of graduation put the committee in an awkward place. What is the latest date appeals should be reviewed? Tabled 9/10. Reviewed again on 9/17. Tabled. Discussion was held on 10/8. The majority of the appeals involve the 7 year rule. Tracy Jones will initiate a plan to put a 7 year rule notification in place. **No additional action required at this time.**
 - c. GTA and non-GTA graduate teaching assistant guidelines – graduate students who aren't on an assistantship and hired as a non GTA who volunteer to teach; some do not have GTA training. Tabled 9/10. Review again on 9/17. Tabled. Discussion was held on 10/8. **No additional action required at this time.**
 - d. Graduate Faculty Ranking for lecturers/instructors currently classified as faculty scholars – now we have ranked lecturers and instructors. Some have research assignments and are all active researchers. Should they have the option of graduate faculty ranking, not just scholars, provided they have appropriate terminal degree? **Approved wording change to include lecturers and instructors 9/10/2014.**
- 4) **Certificate Program Policy.** Discussed on 10/8 regarding course substitutions and overlapping of coursework in two or more certificates. **Jana Jasinski will compose appropriate wording to accommodate this issue and present to committee at next meeting.**
- 5) **Doctoral students enrolled in fewer than 3 hours.** The item was a request from the Appeals Committee. Some colleges have been enforcing this policy and some have not. Discussion was held. **Jana Jasinski and Tracy Jones will provide additional information and the committee will review this again at the next meeting.**
- 6) **Adjournment**

Policy Members

Annette Khaled, COM, Chair
Cheryl Cabrera, CAH
Andrew Randall, CECS
Atsusi Hirumi, CEHP
Jim Moharam, COP
Kendall Cortelyou-Ward, COHPA
Liqiang Ni, COS
Linda Colding, LIB
Karen Aroian, CON
Mary Jo Ross, RCHM
Joshua Solomon, GSA
Yoon Choi, CBA
Ross Hinkle, CGS, Ex officio

New Statement on Policy for Virtual Defenses

MS

Graduate programs may elect to offer the option of a virtual ***thesis*** defense (student off-campus defense) upon approval of the program coordinator/director, the department, and the college. Programs that choose to offer the option of a virtual defense must develop procedures for the implementation of the virtual defense process. These procedures should address the form and time for the student's request for a virtual defense, the process for seeking approval, the teleconferencing facilities and equipment to be used, the availability of technical support during the defense, alternative plans if needed, and other relevant issues. Use of a webconferencing platform like Lync or AdobeConnect is recommended. Students should also seek approval for a virtual defense by the time they file the intent to graduate. It is expected that at minimum the thesis committee chair will be present at the campus location of the public defense. Individual programs may add further restrictions or requirements for students to proceed with virtual defenses. Procedures for a virtual thesis defense must be published in the program's handbook.

PhD:

Graduate programs may elect to offer the option of a virtual ***dissertation*** defense (student off-campus defense) upon approval of the program coordinator/director, the department, and the college. Programs that choose to offer the option of a virtual defense must develop procedures for the implementation of the virtual defense process. These procedures should address the form and time for the student's request for a virtual defense, the process for seeking approval, the teleconferencing facilities and equipment to be used, the availability of technical support during the defense, alternative plans if needed, and other relevant issues. Use of a webconferencing platform like Lync or AdobeConnect is recommended. Students should also seek approval for a virtual defense by the time they file the intent to graduate. It is expected that at minimum the dissertation committee chair will be present at the campus location of the public defense. Individual programs may add further restrictions or requirements for students to proceed with virtual defenses. Procedures for a virtual dissertation defense must be published in the program's handbook.

Certificate Program Policy Revised

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A certificate program must include a minimum of nine semester hours. The course work must consist of an integrated and organized sequence of study; course substitutions are not permitted.

No internship or independent study courses may be used in a certificate program. The use of practicum courses in certificate programs is not generally encouraged, but may be used in programs where there is a strong professional setting and on-campus faculty supervision. Alternative delivery programs are acceptable and encouraged.

~~A course may not apply toward more than one certificate program.~~ Certificate students must take the full number of required hours for a certificate program. Generally, a course may not apply toward more than one certificate program. However, if an overlap of course work occurs between two or more certificate programs for the same student, the student must complete the total required hours by taking electives approved by the program.

All courses that are offered as part of a certificate program must be graduate-level courses. Students must earn course grades of "B-" or better to get credit toward the certificate. Courses may be retaken to achieve a better grade. However, the certificate will only be awarded if the graduate status GPA in the certificate program of study is 3.0 or higher.