

Graduate Council Minutes

September 21, 2010

Dr. Bressette called the meeting to order at 11:03 am. In attendance were Dr. Belvin, Dr. Biggart, Dr. Clement, Dr. P. Englis, Dr. Tapia, Dr. Grout, Ms. Harrington, Mr. Tim Tarpley for Dean B. Kennedy, Dr. Kurz, Dr. McDowell, Ms. Willingham, Ms. Chris Taylor, Ms. Megan Moffatt and Ms. Tennant.

The minutes from the April 27 meeting were approved.

Old Business

Incomplete Policy

The following proposal was presented for 1s reading by Dr. Bressette:

When a student has completed a substantial portion of the course requirements but is unable to complete the course, an Incomplete "I" grade may be assigned. The request should include a rationale for the request, a list of the work remaining to be completed, deadlines for completing of the work, and the grade the student should be assigned if the work is not completed. The instructor and student must sign the Request for an Incomplete Grade form; in the event of an emergency or hospitalization where the student cannot personally request an Incomplete, the Provost's Office may initiate the request on behalf of the student and forward the request to the instructor. Completed requests for Incomplete Grades must be submitted to the Registrar's Office no later than the last day of the Final Exam period.

Instructors must submit a Change of Grade form once the coursework is completed but no later than the end of the 12th week of the next regular semester following submission of the "I" grade. Incompletes earned in the Spring semester do not need to be completed in the summer unless required by the instructor. Failure to complete the necessary work by the deadline will result in the "I" grade being automatically changed to the grade listed on the Request for Incomplete Grade form. If no grade is listed on the form, an 'F' grade will be assigned.

In the discussion that followed several more concerns were stated: giving an Incomplete in a prerequisite class that only meets every other year; no limit on when the work is due but it is clear when the grade must be changed, assigning an 'I' grade is a negotiation between student and instructor; incomplete in spring must be completed no later than 12 weeks in the next semester (summer term would be ended by then).

The Form was approved with minor corrections.

New Business:Federal Criminal Background Check

Dr. McDowell presented the information on the background check. It is an admissions requirement that all graduate students must have a background check done using PSI as their service provider. This is a federal level background check. At the undergraduate level the school decided not to go to this level of checking and are staying with a local background check. This costs the student \$8 and occurs at the police department.

Addition to Charter School of Education and Human Sciences faculty.

Dr. Jill Cochran was approved to teach graduate level mathematics courses.

Announcements

Final minutes from previous Graduate Council meetings and the draft of the current meeting minutes will be posted to VikingWeb > My Groups > Graduate Council > Minutes.

Next meeting October 19, 2010

Meeting adjourned at 11:35 a.m.

Chair: Andrew Bressette

Secretary: Linda Tennant