

Records & Graduation Notes

Doctoral Advisory Committee Structure:

Graduate School Minimum Requirements

- Chair must be full graduate faculty member (provisional members cannot serve in this capacity).
- There must be two additional graduate faculty members. Provisional members can serve here.
- If there are co-chairs, there must be four graduate faculty members. Both chairs must be full graduate faculty.

Additional Members

- Departments must have written policies regarding the addition of other members. The Graduate School will not monitor departmental policy, but will monitor that:
 - Any additional members meet the requirements to serve,
 - The functions of the committee include all members on the approved advisory committee form.

Non-Affiliated Members

- One non-affiliated member may serve as a voting member in addition to the three graduate faculty members
- The Graduate School must receive a letter from the major professor and a current vita
- They must hold the terminal degree in their field

Adjunct Faculty

- Graduate Faculty members who leave the University may REQUEST to continue graduate faculty status if they have been appointed adjunct faculty by the Board of Regents
 - This status does not continue unless requested by a letter to the Dean of the Graduate School
 - Adjunct graduate faculty may serve in any capacity where a graduate faculty member is required
- Provisional Graduate Faculty who leave the University may be nominated by their department for graduate faculty status after they have been appointed adjunct faculty by the Board of Regents. They may not serve in a graduate faculty capacity until this has been approved.

Revisions

- Any changes to a current committee to comply with any of the above policies must be presented to the Graduate School on a revised Advisory Committee form.

Probation and Dismissal:

Warning Status

- First semester after graduate cumulative gpa drops below 3.0
- Registration is flagged for next semester
- Student must pull advisement form from Graduate School website (form #20) and make appointment with graduate coordinator for advisement
- Keep in mind:
 - Student should take courses which receive A-F grades
 - Quickest way to improve gpa is to retake courses for which the student earned a grade lower than a B. The course and original grade remain on the transcript, but the gpa will be figured manually by the Graduate School using the new grade. The department should notify the Graduate School staff when a course is retaken (does not apply within the range of repeatable hours for a course).
 - Student may lose assistantship if placed on probation
- After advisement, graduate coordinator signs form; student takes form to Graduate School (Rm. 550)
- Registration flag will be moved to the next semester

Probation Status

- Begins with second semester graduate cumulative gpa is below 3.0
- Student prints advisement form, meets with advisor, takes completed form to Director of Recruitment and Retention.
- Registration flag will be moved to the next semester **after** advisement and **grades for the current semester have been reviewed.**
- Continues as long as SEMESTER gpa is 3.0 or higher, but overall is below 3.0

Dismissal

- Occurs if the SEMESTER gpa drops below 3.0 during probation
- Student is notified by letter with copy to the department
- Student's right to appeal is stated in the letter
- Grade Changes and Conversion of Incomplete Grades:
 - Count for the semester in which the grade change is received or the incomplete converts to F
 - This can initiate a warning, probation, or dismissal.

Reminder: No "In-Between":

- If theses/dissertation students do not meet the deadlines for current semester graduation, they must register for a minimum of 3 hours for the next semester.
- Deadline dates on web have been adjusted to concur with this.

Use of GRSC 9270:

- Completer course used for 3 hr. minimum registration for the graduating semester for non-thesis/non-dissertation students who need to finish a degree requirement, but have no dept. course for which they can register.
 - Example: Finishing work for an incomplete grade or taking a final comprehensive exam.

Maximum Credit for 7000, 7300, 9000, 9300:

- Cannot list more hours on program of study than is given as maximum in bulletin.
- Students can take more hours than is listed on program of study or in bulletin.

Drop/Add/Withdraw:

- Graduate School usually extends drop/add for two days beyond electronic drop/add. Dropping or adding a course must be done by walking the form through after OASIS is closed.
- Students cannot drop a course for a refund after drop/add period listed in “Schedule of Classes” plus two days.
- After this period, students can withdraw electronically from courses in OASIS.
- Courses may be added without petition for the first fourteen calendar days of the semester.

Registration After Graduation:

- Graduate students may NOT register for the semester following the one in which their graduate degree was conferred unless they have been admitted into another degree program.
- For certificate programs, use non-degree status.

Undergraduates in Graduate Courses:

- Only if in Honors Program
- Must have completed “Graduate Course Application” initiated by the Honors Program
- Non-degree undergraduates cannot register for graduate courses.

ELAN 7768:

- New course for international GTAs or GLAs who have never taken a SPEAK test or who made below 45 on the test
- Do not put this on the program of study except as a departmental requirement