GRADUATE COUNCIL MINUTES
TROY STATE UNIVERSITY

ACCEPTED BY THE GRADUATE COUNCIL

6/15/06

SIGNED:

Graduate Council Chair

Date

APPROVED:

Dr. Dianne Barron
Dean, Graduate Studies
and Research

6/17/06

Date

APPROVED:

Dr. Ed Roach
Executive Vice Chancellor
and Provost

Date

APPROVED:

Dr. Jack Hawkins, Jr.
Chancellor

Date

ACHE ACTION REQUIRED

Yes

No

SACS ACTION REQUIRED

Yes

No

COMMENTS (e.g. program requiring ACHE or SACS action):

cc: OIRPE

Graduate Council

Chairs

UC Directors
## GRADUATE COUNCIL MINUTES
March 16, 2006

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
</tr>
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<tbody>
<tr>
<td>Charie Freeman, Chair</td>
<td>x</td>
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<tr>
<td>Catherine Allen</td>
<td>x</td>
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<tr>
<td>Geraldine Allen</td>
<td>x</td>
<td>Debra Moore</td>
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<td>Benda, Debra</td>
<td>x</td>
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<tr>
<td>William Hunter (phone)</td>
<td>x</td>
<td>David Shetterly</td>
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<tr>
<td>Jim Hitchens</td>
<td>x</td>
<td>Larry Tatum</td>
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<tr>
<td>Edward Kamchar</td>
<td>x</td>
<td>Patricia Williams</td>
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<tr>
<td>Kroyan Knap</td>
<td>x</td>
<td>Richard Williams</td>
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<tr>
<td>Lorraines Magrath</td>
<td>x</td>
<td>Dr. Warren Burton, ex officio</td>
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### GUESTS:
Diane Gossett, Fred Viohl, Tom Dunn, Henry Stewart, Brenda Campbell, Barbara Echord, Kimberly Brinkley-Jones, Vickie Miles

### I. Call to Order
Dr. Freeman called the meeting to order and asked Council members and guests to introduce themselves.

### II. Approval of Agenda
With a motion by Dr. Manners and a second by Dr. Allen, the agenda was approved.

### III. Approval of Minutes of February 16, 2006
The minutes were corrected to show Dr. Heister’s absence due to phone problems. Dr. Moore moved approval of the minutes with the correction; Dr. Shetterly seconded. The minutes were approved.

### IV. Report from the Dean of Graduate School
- Graduate catalog is being sent to the deans for final review.
- The Thesis Committee and the Graduate Assistant Fellowship Committee are completing the review and rewrite of the Thesis Guidelines and Graduate Assistant Fellowship Guidelines. The new guidelines will be effective August 1, 2006.

### V. Business Items

**NOTE:** Policy changes, curriculum changes, etc., approved by the council are effective the following academic year unless otherwise indicated.

#### College of Business
1. Substantive Change for MSM/MSHRM at Philadelphia, PA
   - Dr. Shetterly gave an overview. He explained that the MSM and MSHRM are existing programs that are being extended to a new site. Existing faculty will be
used to reach courses as overloads. New fulltime faculty will be hired when 100
annual loads are achieved. The program will be offered beginning Term 1
(August 2006).

Discussion: Dr. Voibl pointed out that only the MSM and MSIBM are the
programs to be voted on even though other programs are mentioned in the
proposal. He also stated that in future proposals the College of Business will ask
that the library source be specific to the degree program.

After the discussion, Dr. Hoelder moved approval; Dr. Shetterly seconded. The
council approved the proposal. There was one opposing vote.

Graduate School

1. Policy for Incomplete Grades
Dr. Barron explained that implementation of the Incomplete Grade
policy as it was approved at the last meeting did not work with Datatel. A
long discussion followed regarding the instructor’s authority to assign an
“Incomplete” and the allotted time to clear the incomplete. After the
discussion, Dr. Manullas moved approval of the policy; Dr. Moore seconded.
The policy was approved as follows:

Approved Policy: This incomplete grade policy replaces all other incomplete
grade policies as of August 1, 2006.
The instructor may report an “Incomplete” for a student whose progress in a
course has been satisfactory (e.g., the student is passing the course), but who is
unable to complete the course grading requirements because of documented
circumstances beyond his/her control.

Time Limit for Removal of Incomplete Grade
No incomplete may exceed ten weeks from the date it is assigned. It is the
student’s responsibility to contact the instructor regarding the deadline for
completing all course requirements. Any student who receives a grade of
incomplete must adhere to the work completion deadline set by the instructor, not
to exceed the end of the designated ten-week period. This deadline applies
whether or not the student re-enrolls for the semester or term following the
assignment of the incomplete grade(s). Failure to clear the incomplete within the
specified time period (not to exceed ten weeks) will result in the assignment of a
grade of “P” for the course.

The policy as presented is being forwarded to the undergraduate Academic Council
for their final review and approval to assure a common university policy.

2. Transfer Credit from a Regionally Accredited Institution
Dr. Barron explained that the policy for transfer credit has always stated that a
student must be unconditionally admitted and has completed six semester hours
with Troy. In error, the statement regarding eligibility for transfer credit was left out of the 2005-2006 Graduate Catalog.

A long discussion followed and a recommendation was made to add the eligibility statement back to the catalog and change the items listed in the documents required for evaluation of transfer credit. It was suggested that Item 4 be removed from the list of documents required for evaluation and used as a statement below the listed items. Dr. Williams moved approval of the catalog statement with the changes; Dr. Tatums seconded. The following statements were approved for the 2006-2007 catalog: 1. "No credit may be transferred to a Troy University graduate program until a student is unconditionally admitted and has completed a minimum of 6 semester hours with the university"; 2. "A copy of the course syllabus may be required."

3. Readministration Procedures after Academic Suspension

Dr. Barron explained that adding the proposed statement to the readmission policy will clarify when students may begin the process. Several weeks are necessary to complete the review process and students who wait until their eligible readmission date to submit the paperwork do not have the results in time to register the program at the one-year date. Adding a statement to the readmission procedures to explain when students may submit their paperwork will resolve this problem but will not change the policy.

In the long discussion that followed, the recommendation was made to change the word "should" to "may" submit petitions for readmission two months prior to the eligible readmission date. Dr. Williams made the motion to include the statement, "Students may submit petitions for readmission two months prior to the eligible readmission date" in the Readmission Procedures of the 2006-2007 catalog. Dr. Hutchinson seconded. The statement was approved with two opposing votes.

Information Items

1. University College plans to offer the Master of Science in Counseling and Psychology at the Jacksonville, Florida location starting in May 2006 (Term 5).

Dr. Gossett was present and answered the question regarding the hiring of a full-time faculty member. She explained that Dr. Jacobs supported the program being offered at Jacksonville with the recommendation to hire a full-time faculty member. She also stated that they would like to be informed of the status of the hiring of the new faculty member.

Dr. Barton pointed out that this item was submitted as an information item and at a later meeting an abbreviated prospectus and approved routing slip will be submitted.