

**Graduate Affairs Council**  
**May 1, 2020**  
**ZOOM Meeting**  
**Minutes**

- The meeting was called to order by Dean Caldwell at 1:00 p.m.
- The minutes from the April 3, 2020 (meeting held via Zoom) will be sent out through email for approval.
- Announcements
  - Dean Caldwell announced that there will be a Newsletter was sent out earlier in the week. One more student Newsletter in May. There will also be a Newsletter for faculty coming out over the summer. If you have any announcements you would like to share, please get those to Amy Rubens as soon as possible.
  - Dean Caldwell announced a visitor, Ellen Taylor. Ellen and Amy met earlier in the wee and are working on coordinating some professional development activities for graduate students. This will be a joint venture between the Graduate College and the Career Talent Development Center. Ellen Taylor then went on to discuss services that are available to graduate students.
  - Phil Hardy discussed Admit training from the application perspective (what the application looks like from a student standpoint). The training will be videotaped and will show the base application and the CAS will be a separate video.
- Subcommittee Reports
  - Graduate Faculty – Report was approved as presented.
  - Academic Course and Program Review – Report was approved as presented.
  - Policies and Procedures Committee – A motion was made to accept the changes to the Policies and Procedures as presented. Discussion was held and the motions passed by consensus. (See Attachment)
- Good of the Order
  - Dean Caldwell asked that when submitting forms (academic petition, graduation form, etc...), please proofread them to make sure all information is legible. New forms will be coming out in the near future.
  - It was announced that campus will be reopening on August 3<sup>rd</sup>. It is still being decided the priority of people coming back to campus.

**May 1, 2020**  
**Graduate Faculty Application Status**  
(Approved Since Last Graduate Affairs Council Meeting)

**Full Graduate Faculty Status - 5 year term**

Name	Dept	Limitation(s)
Karen Arndt	COSD	
Kereen Mullenbach	NURS	
Katie Garahan	ENGL	
Jared Jay Caughron	PSYC	

**Associate Graduate Faculty Status - 3 year term**

Name	Dept	Limitation(s)
Susan Smith	COMM	COMS 505
Joseph O'Connor	ART	

**AGENDA**  
**ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**

**I. COMS**

**A. Other Changes**

1. COMS -01-19-04282020 Course number change - COMS 605 to 505 - **Approved**
2. COMS -02-19-04282020 Course title and description change - COMS 650 - **Approved**

**II. Waldron 01-19-04282020**

**A. Other Changes**

- a. MS Healthcare Administration - Change course requirement of IPEH 607 to HADM 507- **Approved**
- b. MS Health Science - Change course requirement of IPEH 607 to HADM 507- **Approved**

**III. Waldron 02-19-04282020 - Doctor of Health Science**

**A. Other Changes**

1. Change Doctor of Health Science Course Requirement of IPEH 607 to HADM 507- **Approved**

**IV. Waldron 02-19-04282020 - Master of Occupational Therapy**

**A. Other Changes**

1. - Change MOT admission requirements - **Approved**

Proposed Policy Changes

Graduate Catalog

## Academic Policies

### Degree Requirements

#### Change of Program

##### Current Policy

Students who wish to change degree programs and students previously admitted as non-degree seeking who wish to enroll in a degree program must apply to the new program and pay the application fee.

Current degree-seeking students who wish to request a change in specialty area within a degree program or add a Post-Baccalaureate Certificate to a current degree shall not have to pay an additional fee.

##### **Proposed Revision: *Proposed changes would allow doctoral students to switch into master's program related to the doctoral program***

Students who wish to change degree programs and students previously admitted as non-degree seeking who wish to enroll in a degree program must apply to the new program and pay the application fee.

**If a student is in a doctoral program that offers a master's degree in the same field, a student may request to switch to the master's program from the doctoral program. Students interested in doing so should consult their program coordinator, and students must still meet all program specific criteria. To request a change a student should complete the Request for Program Changes form found online, and the request must be approved by the program coordinator. Students may not use this form to switch from one master's program to a different master's program or from a master's program to a doctoral program. A student switching from the doctoral to master's level within the same program will not have to pay an additional application fee.**

Current degree-seeking students who wish to request a change in specialty area within a degree program or add a Post-Baccalaureate Certificate to a current degree shall not have to pay an additional fee.

## Admissions

### Application Procedures

##### Current Policy

Students may be enrolled in only one graduate program and only one level at Radford University (graduate or undergraduate) in a given term. However, if an applicant wishes to apply for admission to more than one program for any given term, a complete separate application (including a separate application fee and program specific supplemental materials) must be submitted for each program. If recommended for admission to more than one program, students must decide which program to enter by accepting the offer of admission to only one program.

##### **Proposed Revision: *Proposed changes would allow doctoral students to switch into master's program related to the doctoral program***

**Commented [CB1]:** Addition requested during 5/1 GAC meeting

**Commented [CB2]:** Addition requested during 5/1 GAC meeting

Students may be enrolled in only one graduate program and only one level at Radford University (graduate or undergraduate) in a given term. However, if an applicant wishes to apply for admission to more than one program for any given term, a complete separate application (including a separate application fee and program specific supplemental materials) must be submitted for each program. **If a student is in a doctoral program that offers a master's degree in the same field, a student may request to switch to the master's program from the doctoral program. Students interested in doing so should consult their program coordinator and students must still meet all program specific criteria. To request a change a student should complete the Request for Program Changes form found online, and the request must be approved by the program coordinator.** Students may not use this form to switch from one master's program to a different master's program or from a master's program to a doctoral program. **A student switching from the doctoral to master's level within the same program will not have to pay an additional application fee.** If recommended for admission to more than one program, a student must decide which program to enter by accepting the offer of admission to only one program.

**Commented [CB3]:** Addition requested during 5/1 GAC meeting

**Commented [CB4]:** Addition requested during 5/1 GAC meeting

#### Proposed changes to thesis or dissertation committee composition –

**Justification - Former Jefferson College of Health Science graduate programs had only required two committee members for thesis or dissertation committee. Radford policy requires three committee. A request was made to allow greater flexibility in committee structure since some former JCHS (now RUC) graduate programs have limited faculty resources. It was requested that it be allowed that the third committee member be allowed to be from outside (extern) of Radford University Faculty.**

#### Suggested changes

- **Committee chair be a full graduate faculty member within the student's discipline or a closely related field.**
- **Majority of committee members be from the student's discipline (i.e. graduate program) or a closely related field**
- **Allow 1 member to be external to Radford University in the discipline or a closely related field**

2019-2020 Catalog

## Academic Policies

### Advising

#### Current Policy

#### Student's Graduate Thesis or Dissertation Committee

The graduate thesis committee must be chaired by a full graduate faculty member within the student's discipline and must consist of at least two additional graduate faculty members. A majority of the committee must hold full graduate faculty standing. Associate graduate faculty members may not chair but may serve on a defense committee. For further information about the composition and functions of the student's defense committee, see "Dissertation, Master's Thesis or Graduate Recital" and "Comprehensive Examination." Doctoral programs may have a different procedure and students should refer to their doctoral program handbook. See the Psy.D. website for detailed information on its comprehensive exam and dissertation.

## **Proposed Revision**

### ***Student's Graduate Thesis or Dissertation Committee***

The graduate thesis committee must be chaired by a full graduate faculty member within the student's discipline **or a closely related field. The remainder of the committee must consist of at least two additional graduate faculty members with a majority of the committee holding** full graduate faculty standing. Associate graduate faculty members may not chair but may serve on a defense committee. For further information about the composition and functions of the student's defense committee, see "Dissertation, Master's Thesis or Graduate Recital" and "Comprehensive Examination." Doctoral programs may have a different procedure and students should refer to their doctoral program handbook. See the Psy.D. website for detailed information on its comprehensive exam and dissertation.

## **RETENTION AND GRADUATION POLICY**

### **Current Policy**

#### ***Dissertation, Master's Thesis or Graduate Recital***

A thesis or graduate recital is required in all Master of Arts and Master of Fine Arts programs. It can be an elective or a requirement in a Master of Science program, at the option of the department. For dissertations, students should see their program handbook.

When a thesis or dissertation topic has been established, the student should submit a Request for Convening of Thesis/Dissertation Advisory Committee form to the Graduate College in order to register for thesis/dissertation credit. Standards and criteria for approval of the request are established by the student's thesis/dissertation advisor. Programs and/or thesis advisors may require a written proposal prior to signing the Request for Convening of Thesis/Dissertation Advisory Committee form. Students should check with their individual departments for specific prerequisites.

A student cannot register for thesis/dissertation hours until the Request for Convening of Thesis/Dissertation Advisory Committee form has been reviewed and approved by: 1) the thesis/dissertation advisor (who is in the student's program and has full graduate faculty status), 2) a minimum of two additional committee members with graduate faculty status, 3) the department chair or graduate program director and 4) the Graduate College. A majority of the committee must hold full graduate faculty standing. A copy of this form may be downloaded online at <http://www.radford.edu/gradcollege>.

All members of the committee must have graduate faculty status. Faculty with associate graduate faculty status may not chair, but may serve on the defense committee. Students must be on regular status.

It is recommended that the student establish the thesis/dissertation topic and begin work on the proposal as early as possible. The Thesis/Dissertation Proposal Defense form is an agreement with the student and signifies that if the work described within an approved proposal is accomplished to a quality acceptable to the committee, the committee will honor it as a satisfactory thesis/dissertation.

Basic style guidelines required for all theses and dissertations can be obtained online at: [www.radford.edu/gradcollege](http://www.radford.edu/gradcollege). Program specific guidelines must fall within the Graduate College guidelines and are available in the department or program student handbook.

Students who plan to do a thesis/recital or dissertation are advised to begin serious planning of this work during the first semester of enrollment as a graduate student. Past experiences have shown that it is very difficult for a student to do a respectable job on the thesis/recital or dissertation if all work is concentrated in the last semester before graduation.

It is important that the student doing a dissertation, thesis or recital choose the committee before beginning work, and that the committee members are kept informed of the student's progress in the preparation of the dissertation, thesis or recital.

The thesis or dissertations grade will be recorded as "Pass" or "Fail." Conventional letter grades are given for the graduate recital.

All requirements for a thesis/recital or dissertation must be completed within the time frame by which the degree must be completed; six academic years for a master's or eight academic years for a doctorate.

### **Proposed Revision**

#### **Dissertation, Master's Thesis or Graduate Recital**

A thesis or graduate recital is required in all Master of Arts and Master of Fine Arts programs. It can be an elective or a requirement in a Master of Science program, at the option of the department. For dissertations, students should see their program handbook.

When a thesis or dissertation topic has been established, the student should submit a Request for Convening of Thesis/Dissertation Advisory Committee form to the Graduate College in order to register for thesis/dissertation credit. Standards and criteria for approval of the request are established by the student's thesis/dissertation advisor. Programs and/or thesis advisors may require a written proposal prior to signing the Request for Convening of Thesis/Dissertation Advisory Committee form. Students should check with their individual departments for specific prerequisites.

A student cannot register for thesis/dissertation hours until the Request for Convening of Thesis/Dissertation Advisory Committee form has been reviewed and approved by: 1) the thesis/dissertation advisor (who is in the student's program **or a closely related field** and has full graduate faculty status), 2) a minimum of two additional committee members with graduate faculty status, 3) the department chair or graduate program director and 4) the Graduate College. A majority of the committee must hold full graduate faculty standing. A copy of this form may be downloaded online at <http://www.radford.edu/gradcollege>.

All members of the committee must have graduate faculty status. Faculty with associate graduate faculty status may not chair, but may serve on the defense committee. Students must be on regular status.

It is recommended that the student establish the thesis/dissertation topic and begin work on the proposal as early as possible. The Thesis/Dissertation Proposal Defense form is an agreement with the student and signifies that if the work described within an approved proposal is accomplished to a quality acceptable to the committee, the committee will honor it as a satisfactory thesis/dissertation.

Basic style guidelines required for all theses and dissertations can be obtained online at: [www.radford.edu/gradcollege](http://www.radford.edu/gradcollege). Program specific guidelines must fall within the Graduate College guidelines and are available in the department or program student handbook.

Students who plan to do a thesis/recital or dissertation are advised to begin serious planning of this work during the first semester of enrollment as a graduate student. Past experiences have shown that it is very difficult for a student to do a respectable job on the thesis/recital or dissertation if all work is concentrated in the last semester before graduation.

It is important that the student doing a dissertation, thesis or recital choose the committee before beginning work, and that the committee members are kept informed of the student's progress in the preparation of the dissertation, thesis or recital.

The thesis or dissertations grade will be recorded as "Pass" or "Fail." Conventional letter grades are given for the graduate recital.

All requirements for a thesis/recital or dissertation must be completed within the time frame by which the degree must be completed; six academic years for a master's or eight academic years for a doctorate **unless otherwise specified in the doctoral program's handbook**.

Commented [CB5]: Do not change until investigate more.

## **THESIS & DISSERTATION PREPARATION MANUAL**

### **Current Policy**

## REGISTRATION FOR THESIS OR DISSERTATION CREDIT HOURS AND THE THESIS OR DISSERTATION PROPOSAL

### Current Policy

A student cannot register for thesis or dissertation hours until the Request for Convening of Thesis or Dissertation Advisory Committee form has been reviewed and approved by 1) the thesis or dissertation advisor who is in the student's major and has full graduate faculty status, 2) a minimum of two additional committee members with at least associate graduate faculty status, 3) the Department Chair or Graduate Program Director, and 4) the College of Graduate Studies and Research. See Thesis & Dissertation Manual Appendix I Forms under Thesis/Dissertation Forms on the Graduate College website.

### Proposed Revision

A student cannot register for thesis or dissertation hours until the Request for Convening of Thesis or Dissertation Advisory Committee form has been reviewed and approved by 1) the thesis or dissertation advisor who is in the student's major or **a closely related field** and has full graduate faculty status, 2) a minimum of two additional committee members with **at least one** graduate faculty status, 3) the Department Chair or Graduate Program Director, and 4) the College of Graduate Studies and Research. See Thesis & Dissertation Manual Appendix I Forms under Thesis/Dissertation Forms on the Graduate College website.

## THESIS OR DISSERTATION COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

### Current Policy

The thesis or dissertation committee will be composed of a thesis or dissertation advisor who is in the student's major area of specialization or a closely related field, and who has full graduate faculty status, and a minimum of two additional committee members with at least associate graduate faculty status. Associate graduate faculty may not chair but may serve on a thesis or dissertation committee with the permission of the Dean of the College of Graduate Studies and Research.

To determine faculty status visit the Graduate Faculty List. If you wish to use someone who is not listed, please call the Graduate College at 831-6344 to verify eligibility. A request to have a faculty member completely outside the university on the committee will need specific departmental approval and the approval of the Dean of the Graduate College. This person will serve as a fourth member of your committee. Please ensure that he/she has a terminal degree in the field and request that he/she send a curriculum vita to the Graduate College-

### Proposed Revision (will replace entire section above)

**The thesis or dissertation committee will be composed of:**

- **One thesis or dissertation chair who is in the student's area of specialization or in a closely related field; a thesis or dissertation chair must have full graduate faculty status. To determine faculty status, review the Graduate Faculty List on the Graduate College web site. If a faculty member is not listed as an approved Graduate Faculty member, please call the College of Graduate Studies and Research at 540-831-6344 to verify eligibility.**
- **Two or three additional graduate faculty. The majority of the committee must have full graduate faculty status and should be from the student's discipline or closely related field. One of these committee members may be external to the university, and must meet at least associate graduate faculty qualifications. An external committee member may not serve as chair, and their membership on the committee is subject to graduate faculty approval. See the section on "Approval of External Thesis/Dissertation Committee Members" for more information.**



**APPROVAL OF EXTERNAL THESIS/DISSERTATION COMMITTEE MEMBERS (NEW)**

**A thesis/dissertation committee may have one external committee member who is not a faculty member at the Radford University; this individual cannot serve as committee chair, and their membership on the committee is subject to approval. The external committee member must have a *specialization or expertise* in the student's area of specialization or a closely related field, and must be eligible for at least associate graduate faculty status. The proposed external committee member to a thesis/dissertation committee must provide a copy of his/her curriculum vitae or resume and submit a graduate faculty application for the appropriate approvals (department chair, college and graduate deans). Any final decision regarding an external committee member will be communicated in writing; submitting a resume or curriculum vitae does not constitute approval.**

**Commented [CB6]:** Changed from "terminal degree" – associate graduate faculty do not need terminal degree