

Minutes

Attendees: Ben Caldwell (Chair, Dean), Amy Rubens, (Vice Chair, Interim Assoc. Dean), Teri Hills (Graduate College, Recorder), Emily Close (Graduate College), Michele Ralston (Graduate College), Zach Johnson (Graduate Admissions), Ken Smith, Sarah Rabe, Shuo Yao, Alan Forrest, Sean Keck, Brad Bizzell, Jeanie Everhart, Will Kolb, Bruce Parsons, Philip Mongan, Matthew Brunner (Registrar's Office), Katie Katz, Karen Douglas, Jennifer Powell, Kay Johnson (Library), Sara Nicely, Lauren Flora, Can Dogan, Judy Jenks, Christi Callahan, Robert Trent, Nicole Iannone, Kristan Morrison

- Meeting was called to order at 1:01 p.m. by Dr. Ben Caldwell, Dean
- Approval of minutes from April 1, 2022 – minutes were approved
- Announcements –
 - Graduate Assistant Distinction Program -
 - Dr. Rubens announced that there were 11 students combined from both campuses who completed the program.
 - Graduate Faculty Newsletter -
 - Newsletter was sent out this week. If you are not getting the emails please contact Teri Hills to be added to the list.
 - Graduate Faculty Applications –
 - Dean Caldwell gave a reminder that we were missing some graduate faculty applications and that we needed them turned in ASAP to Teri Hills. Also gave a reminder that if a faculty member is teaching a graduate level course or serving on a graduate level committee, they must hold graduate faculty status per SACSCOC.
 - National Graduate and Professional Student Week (April 4-8) –
 - Ben noted that the pizza party held at RUC for National Graduate and Professional Student Week went well.
 - 3MT Winners –
 - Ben recognized the 3MT winners, Timothy Cooke and Alejandra Moral Duenas.

- Spring 2022 Graduation and Hooding Ceremonies -
 - Reminder to send the names of any faculty who are planning to attend the hooding ceremony to Emily Close.
- Graduate Recruitment -
 - Dean Caldwell gave an update on recruitment:
 - McNair Conference will be coming to campus this summer and there will be application fee waivers for McNair Scholars.
 - Dean Caldwell attended an event at VT.
 - Tracey is working on updating the brochures used for recruitment.
 - Dean Caldwell thanked Tracey for taking over the newsletter.
- Dean Caldwell reviewed the dates of GAC meeting for the 2022-2023 Academic Year

Fall 2022
September 2
October 7
November 4
December 2

Spring 2023
February 3
March 3
April 7
April 21

- Name Change for the Graduate College -
 - The name change for the Graduate College was approved by Faculty Senate last week.
 - The BOV approved it today, April 29th and it will be moving forward to SHEV.
 - Hope to have it announced officially in the fall.
- Subcommittee Reports –
 - Academic Course and Program Review
 - Agenda of items were given to GAC members when meeting invite went out on 4/28/2022. There was also an agenda sent out through Curriculog with all the proposals sent on 4/28/2022 as well.
 - Dean Caldwell did a review of all proposals and then broke them down into groups for voting through polls within Zoom. All proposals were approved by a majority.
- Policies and Procedures Committee – See attached.
 - Dr. Rubens went over the recommended new Probation, Suspension and Dismissal Policy for the GAC committee to comment on, make edits and approve.

- Dr. Nicely wanted to confirm that for the PA program their students who were on probation would be able to petition to take 19 credits due to how their program is setup.
 - She also noted that they would add clearer language to their handbook that they must have 3.0 by the end of the semester.
 - Dr. Yao wanted to know how this new policy would affect an international student's legal status. Dr. Rubens mentioned that the probation would not be new for international students.
 - Dr. Dogan wanted to know if we needed to add the number of sessions for fast track students
 - Dr. Flora wanted to know if they can skip the suspension and just dismiss
 - Dr. Keck gave Dr. Rubens praise for her hard work on this and that the new policy is flexible.
 - Other suggestions that were given for the policy were as follows:
 - Suspension time is half time of length of program – “year of rotation of program”
 - 4 sessions for Fast Track
 - Edits were made to the policy (shown in bold and purple below) during the GAC meeting prior to voting.
 - Policy was voted on with edits done during the meeting and was passed (22 for, 2 abstained, 1 against; 88% approve; 8% abstained and 4% disapprove)
- Grievance Committee – None at this time
 - Ad hoc GAC Bylaws Committee – None at this time.
 - 3 Minute Thesis Committee – This was covered under announcements.
- Old Business –
 - Showed list of Graduate Faculty that had been approved since the last GAC meeting.
 - New Business – Zach Johnson- Presentation on the Standout application from CollegeNet.
 - Zach Johnson gave a presentation about Standout applications through CollegeNet that could potentially be used as a tool for interviewing students at a distance. This is an asynchronous Interview Model.

- Zach was going to be sending an email out to get insight about it from the graduate faculty.
- Dean Caldwell mentioned that he would be meeting with Stephanie Jenelle after the hooding ceremonies for many initiatives and that they may purchase as a University
- Adjourn – Meeting was adjourned by Dr. Ben Caldwell, Dean at 2:03 p.m.

Graduate Faculty Application Status

The following have been approved as graduate faculty according to the specified qualifications for either full or associate graduate faculty status.

Full Graduate Faculty Status - 5 year term

Name	Dept.	Limitation(s)
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Associate Graduate Faculty Status – 3 year term

Name	Dept.	Limitation(s)
Rachel Greene	COSD	COSD 640
Erica Thornton	MSW	Child Welfare Maltreatment / Policy
Nicole Crowder	SON	NURS 615 & NURS 657

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

I. ITEC – all approved 4/29/2022

A. New Course Revision

1. ITEC 540 to be cross-listed with ITEC 440. **ACPR Approved this was on the agenda in Curriculog for the last meeting, April 1, 2022. Meeting notes said Teri Hills, would email committee for final approval. That didn't happen but was approved in the system on 3/8/2022.**

B. Program Revision

1. Updating language to the GRE requirements to better reflect that students progressing in their undergraduate degree in the ITEC department are not required to take the GRE. Once approved I, Teri Hills, will make the edits per email approval from Dr. Pittges to remove the duplicate language specifically mentioning accelerated students. As that population of students would fall under those progressing towards their bachelor's. **ACPR Approved.**
2. Changing the number of credits required to be taken to apply for accelerated program from 60 to 56 to better align with Radford's overall policy. **ACPR Approved.**

C. Course Revision

1. Course title change, credit hour change, syllabus change and change to catalog description for ITEC 545. **ACPR Approved.**
2. Credit hour change and syllabus change for ITEC 546. **ACPR Approved.**

II. Nursing – approved 4/29/2022

A. Course Revision

1. Course title change, credit hour change, syllabus change and change to catalog description for NURS 763 **ACPR Approved**

III. Athletic Training – all approved 4/29/2022

A. Course Revision

1. Make revisions to ATTR 605 to better align with new accreditation standards. **ACPR Approved**
2. Make revisions to ATTR 606 to better align with new accreditation standards. **ACPR Approved**
3. Make revisions to ATTR 610 to better align with new accreditation standards. **ACPR Approved**
4. Make revisions to ATTR 614 to better align with new accreditation standards. **ACPR Approved**
5. Make revisions to ATTR 615 to better align with new accreditation standards. **ACPR Approved**
6. Make revisions to ATTR 616 to better align with new accreditation standards. **ACPR Approved**
7. Make revisions to ATTR 617 to better align with new accreditation standards. **ACPR Approved**
8. Make revisions to ATTR 620 to better align with new accreditation standards. **ACPR Approved**
9. Make revisions to ATTR 624 to better align with new accreditation standards. **ACPR Approved**
10. Make revisions to ATTR 625 to better align with new accreditation standards. **ACPR Approved**

B. Program Revision

1. Make revisions to the admissions requirements for Athletic Training. **ACPR Approved**

IV. Appalachian Studies – approved 4/29/2022

A. Course Revision

1. Change catalog description and syllabus change to APST 590. **ACPR Approved**

V. STEL - Literacy Education - approved 4/29/2022

A. New Course Proposal

1. Create course EDRD 696 for the proposed track in the Reading Specialist post professional certificate. Before approval I, Teri Hills will make an edit to the catalog description changing the course number from 698 to 696. **ACPR Approved**

VI. STEL - Education - approved 4/29/2022

A. New Course Proposal

1. Update the list of approved electives in Curriculum and Instruction that students may take towards completion of their degree. **ACPR Approved**

Policies and Procedures Committee

Minutes

March 18, 2022

1:00 p.m.

Zoom – See Outlook Calendar Invite / Email for Link and Password

Attending members: Amy Rubens (Graduate College, presiding), Zach Johnson (Graduate College Admissions), Karen Douglas (CEHD), Can Dogan (COBE), Jeannine Everhart (RUC), Sean Keck (CHBS), Bruce Parsons (CVPA)

I. Proposed Motion

- a. Adopt the new/revised Probation, Suspension, and Academic Dismissal policies, to be added to the 2022-2023 Graduate Academic Catalog.
 - i. A draft of these policies was circulated to all graduate faculty in November 2021 for review/comment. In response to feedback from graduate programs and individual graduate faculty, as well as Graduate Admissions and Graduate Student Support, the November draft was revised and then discussed in the Policies and Procedures Committee meetings in January 2022 and March 2022.
 - ii. See Appendix A for the full motion.

II. Voted to table the proposed improvements to the language/organization of the current Dismissal for Non-Academic Reasons policy.

- i. More clarification on the procedure(s) involved in non-academic dismissal was needed.

III. Discussed requiring midterm grades for graduate students and/or specific populations of graduate students beginning Fall 2022.

- a. Committee members universally opposed requiring midterm grades for graduate students and/or specific populations. Rationale is as follows:
 - i. Midterm grades may not hold much meaning for graduate students if courses are structured so that the majority of graded work is completed towards the end of the term; many committee members reported this to be true for some courses in their programs.
 - ii. Given the way some graduate courses are structured, midterm grades may provide a misleading picture of graduate students' academic progress; this would be especially detrimental if the midterm grade ultimately erroneously indicated that a student's academic progress was satisfactory.
 - iii. Compared to compulsory midterm grades, graduate programs already have other ways to monitor graduate students' progress and engage them in that process; many committee members noted that strategically scheduled progress meetings between a graduate student and their graduate program director can help promote academic success and retention.

Appendix A

Key: Proposed revisions in **bold** or ~~strikethrough~~ to the Graduate College Catalog

I. **Strike the current sections in the Graduate Academic Catalog under the heading “Retention and Graduation Policy”:**

- Good Standing
- Probation and Dismissal

In place of the stricken policies, add the following:

- Good Academic Standing
- Grades of ‘C’
- Academic Probation
- Return to Good Academic Standing
- Suspension
- Return After Suspension
- Dismissal for Academic Performance
- Admission After Dismissal for Academic Performance
- Program-Specific Probation, Suspension, and Academic Dismissal Policies
- Dismissal for Non-Grade Related Reasons [Addition of heading only; it is proposed that the policy in the current 2021-2022 catalog be retained in the 2022-2023 catalog.]

RETENTION AND GRADUATION POLICY

~~Good Standing~~

~~Any student who maintains a minimum grade point average of 3.00 in graduate courses will be in good standing. Undergraduate courses may not be taken to correct a grade point average deficiency. Programs may also have more stringent rules for remaining in degree programs.~~

~~Probation and Dismissal~~

~~If at any point a student earns a cumulative grade point average below 2.0, the student will be dismissed from the Graduate College. If a student is dismissed from a program she or he may not enroll again in the Graduate College until two years beginning from the first semester after the dismissal is earned have passed. At that time, she/he will be eligible to reapply and must pay the application fee, submit supplemental application materials, and be accepted in order to re-enroll. A program may be more, but not less stringent than the Graduate College in its application policies and it may choose the option of not readmitting. If readmitted, any additional grade of “C” or below would result in automatic dismissal from the program. If a program’s readmission policies are more stringent than those of the Graduate College, they must be documented in the program’s or department’s student handbook.~~

~~No more than two courses completed with a grade of “C” will be allowed to count towards the completion of the degree. Students enrolled in the MS in Physician Assistant program are allowed to have more than two grades of “C”. Their probation and dismissal is based on GPA requirements and are listed under the program section of the catalog.~~

~~If at any point after a student has completed a minimum of nine credit hours as a graduate student and the student’s cumulative grade point average is at least a 2.0 but less than a 3.0, he or she will be placed on academic probation. Some programs have more stringent requirements for remaining in degree programs. A student who is on probation will be restricted to nine credit hours of coursework until he or she returns to good standing.~~

~~To return to good standing, a student must have earned a minimum cumulative grade point average of 3.0 within the first nine graduate credit hours attempted after being placed on probation. A student who does not meet the minimum cumulative grade point average in that restricted enrollment period will be dismissed from the Graduate College. A student who has been on probation and then returns to good standing will be placed on probation again if the student's grade point average falls below 3.0 a second time.~~

~~A student who receives more than two grades of "C" or lower in any work attempted at Radford University at the 500-level or above while classified as a graduate student shall be dismissed. This includes graduate supporting coursework and courses taken as a non-degree seeking student. Programs may be more but not less stringent than this criterion. Please see the exception for the MS in Physician Assistant program in the program section of the catalog. All program specific dismissal policies must be reviewed and approved by the dean of the Graduate College before being adopted by a program and then documented in the program's or department's student handbook.~~

Dismissal from a program based on non-grade related reasons not covered under the Radford University Code of Student Conduct shall be program specific. Each program's criteria for non-grade related dismissals must also be communicated in the program's or department's student handbook along with the appeals process. If a program chooses to dismiss a student, the Graduate College, upon receipt of notification from the program, shall issue a formal letter of dismissal if the student does not appeal within the prescribed time frame or if the appeal is unsuccessful. [PLEASE NOTE THAT THIS SECTION APPEARS IN THE CURRENT 2021-2022 CATALOG AND IT IS PROPOSED THAT IT BE RETAINED IN THE 2022-2023 CATALOG.]

RETENTION AND GRADUATION POLICY

Good Academic Standing

Any student who maintains a minimum 3.0 cumulative grade point average (GPA) in graduate courses will be in good academic standing. (As noted in the catalog, some programs may have more stringent expectations.) Undergraduate courses may not be taken to correct a GPA deficiency.

Grades of "C"

Only two course grades of "C" will be allowed to count towards the completion of any graduate degree or certificate. ("Courses" include courses attempted at Radford University while classified as a graduate student, including graduate courses, graduate supporting coursework, and courses taken as a non-degree student.) When a student earns their first course grade of "C" or lower, they will be contacted by the Graduate College. When a student earns a second course grade of "C" or lower, they will be contacted by the Graduate College and informed of the consequences for earning a third "C." When a student earns a third course grade of "C" or lower, they will be suspended. (See "Suspension.") A student who earns four course grades of "C" or lower will be dismissed from the Graduate College. (See "Dismissal.") Some programs have more stringent "C" limitations, which are noted in their respective sections in this catalog. However, students in the MS in Physician Assistant Program are permitted to have more than two course grades of "C." (See the program entry for "MS, Physician Assistant.")

Academic Probation

Once a student has completed 9 credit hours (or 6 credit hours for certificate, Fast Track, and non-degree students), and their cumulative GPA is at least a 2.0 but less than a 3.0, they will be placed on academic probation until they return to good academic standing. (See "Return to Good Academic Standing.") While on academic probation, a student will be restricted to enrolling in no more than 12 credit hours of coursework in any given semester or combination of semesters until they return to good academic standing. Some programs may have more stringent thresholds for academic probation. Probation thresholds for the MS in Physician Assistant Program differ. (See the program entry for "MS, Physician Assistant.")

A student may be placed on academic probation up to two times: A student who has been placed on probation but eventually returns to good academic standing will be placed on probation again if the student's cumulative GPA falls between a 2.0 and 3.0 a second time. If a student's academic record warrants being placed on probation for a third time, they will not be placed on probation but instead will be dismissed from the Graduate College. (See "Dismissal.")

Return to Good Academic Standing

Once on academic probation, in order to return to good academic standing, a student must earn a minimum cumulative GPA of 3.0 within the first 12 graduate credit hours attempted after being placed on probation. A student who does not earn at least a 3.0 cumulative GPA within 12 credit hours or who cannot achieve a 3.0 cumulative GPA within 12 credit hours will be suspended from the Graduate College. (See “Suspension.”) However, if the student is enrolled in program that does not permit suspension, they will be dismissed from the Graduate College. (See “Dismissal.”)

Suspension

A student will be suspended from the Graduate College under any one of the following conditions:

- (1) The student is placed on probation but cannot mathematically achieve a 3.0 cumulative GPA within 12 credits.
- (2) After being placed on probation, the student completes 12 credit hours but does not achieve a 3.0 cumulative GPA.
- (3) The student earns a third course grade of “C” or lower.

If a student is suspended from the Graduate College, they may not resume graduate studies at Radford until at least 8 months (**or four successive, 7-week sessions for Fast Track students**) have elapsed. (For instance, if a student **in a non-Fast Track program** is suspended at the end of Fall semester, they may not resume study until the next Fall semester.) No suspension period will last for more than 2 calendar years. Return after suspension is not automatic and suspended students must petition to resume their studies. (See “Return After Suspension”)

Return After Suspension

To return after the suspension period, a student must submit a “Petition to Return After Suspension” form to the Graduate College for review. The form must be accompanied by the following:

- A letter from the student addressing why they seek to return, and why they believe they are ready to do so.
- A plan of study, developed in consultation with the student’s graduate program coordinator and/or graduate advisor, that (1) accounts for at least the next 12 credits of the students’ expected enrollment, and (2) outlines how the student will return to good standing (i.e., the support they will seek, etc.). If warranted, this plan of study also must include the expected time table for retaking course(s) in which a grade of “C” or lower has been earned.
- Signature of the graduate program coordinator of the student’s primary graduate program
- Signature of the department chair or a graduate faculty member in the student’s primary graduate program.

The dean of the Graduate College has the final authority to allow a suspended student to return to academic studies; however, the dean will consult with the graduate program in making a decision. If a suspended student is not approved to return, they will be dismissed from the Graduate College. (See “Dismissal.”) If a suspended student is approved to return, they are restricted to enrolling in no more than 12 credit hours in their first semester after returning, and they must enroll in the courses specified in their approved plan of study. Upon completing 12 credit hours, the student must have earned a 3.0 cumulative GPA to return to good academic standing; if good academic standing is not achieved within the first 12 credit hours after the student has returned from suspension, the student will be dismissed from the Graduate College (See “Dismissal.”)

Dismissal for Academic Performance

A student will be dismissed from the Graduate College under any one of the following conditions:

- (1) The student warrants being placed on academic probation for a third time.
- (2) The student fails to achieve good academic standing after being placed on probation, and the student is enrolled in a program that does not permit suspension.
- (3) A student is suspended and fails to return to good academic standing within 12 credit hours.
- (4) Two calendar years have elapsed since a student has been suspended.
- (5) The student earns four grades of “C” or lower.
- (6) The cumulative GPA falls below a 2.0.

Dismissal results in the termination of one’s affiliation as a graduate student with the university.

Admission After Dismissal for Academic Performance

A student who has been dismissed for academic performance from the Graduate College may pursue graduate studies at the university after two calendar years. At that time, they will be eligible to apply and must pay the application fee, submit

supplemental application materials, and be accepted in order to enroll in graduate courses. Some programs may choose not to admit graduate students who were previously dismissed by the Graduate College.

Program-Specific Dismissal Policies

Academic programs may choose to implement more stringent expectations and requirements with respect to the Graduate College's probation, suspension, and academic dismissal policies. These exceptions must be reviewed and approved by the dean of the Graduate College before being adopted by the program; all approved departures from the Graduate College's dismissal policies must be documented in the program's and/or department's student handbook.

Dismissal for Non-Grade Related Reasons

Dismissal from a program based on non-grade related reasons not covered under the Radford University Code of Student Conduct shall be program specific. Each program's criteria for non-grade related dismissals must also be communicated in the program's or department's student handbook along with the appeals process. If a program chooses to dismiss a student, the Graduate College, upon receipt of notification from the program, shall issue a formal letter of dismissal if the student does not appeal within the prescribed time frame or if the appeal is unsuccessful. [PLEASE NOTE THAT THIS SECTION APPEARS IN THE CURRENT 2021-2022 CATALOG AND IT IS PROPOSED THAT IT BE RETAINED IN THE 2022-2023 CATALOG WITH AN ADDED HEADING (BOLDED, RED).]