

Minutes

Attendees: Shuo Yao, Melinda Cruz, Wendy Downey, Alan Forrest, Phillip Mongan, Sean Keck, Lauren Flora, Elizabeth Rice (Graduate Admissions), Ken Smith, Kay Johnson (Library), Jeff Pittges, Anna Marie Lee (Research Compliance), Bruce Parsons, Riane Bolin, Brad Bizzell, Shelia Krajnik, Tracy Cohn, Matthew Brunner (Registrar), Ben Caldwell (Chair, Dean), Kevin Parcetich, Milena Staykova, Tracey Drowne (Graduate Recruitment), Kristan Morrison, Can Dogan, Ben Biermeier-Hanson, Robert Trent, Jeannine Everhart, Sarah Rabe, Teri Hills (Graduate College), Amy Rubens, (Vice Chair, Interim Assoc. Dean), Becca Conner (Graduate Admissions)

- Meeting was called to order at 1:01 p.m. by Dr. Ben Caldwell, Dean
- Approval of minutes from September 3 meeting – minutes were approved as presented
- Announcements – Dr. Amy Rubens gave a brief update of the upcoming events happening for Graduate Students and on the Distinction Program.
 - 11/10 - Tips and Tricks for Remote Library Users; [register](#) by 11/9
 - 11/11 - Meet the Research Compliance Office; [register](#) by 11/9
 - Virtual ePortfolio Workshop; [register](#) by 11/6
 - For GA/GTA/GTF that are participating in the distinction program their portfolios are due April 1st.
 - GTA/GTF event with CITL on 12/1 – “Reflection”
 - This information will be sent to students next week from Dr. Amy Rubens and they have about 30 seats available for it in the Library.
 - Graduation and Hooding Ceremonies
 - 12/10 (PA 9AM, OT (RUC) & HSC – 1 PM, Vinton War Memorial, Roanoke),
 - 12/11 (all others, Dedmon Center, 9AM)
 - SACSCOC Accreditation – review of academic and admission policies
 - This will be done as an internal review done with Graduate College staff and will be reported to GAC and Policy and Procedures as needed.
 - Hope to begin this review next week (week of November 8th)
- Old Business
 - Showed list of Graduate Faculty that had been approved since the last GAC meeting
- Subcommittee Reports – Dean Caldwell showed the list of members who were selected for each committee. This information was distributed to GAC members when the meeting invite went out on 11/4/2021 for their reference.
 - Academic Course and Program Review
 - Agenda of items were given to GAC members when meeting invite went out on 11/4/2021
 - Teri Hills went over how to approve proposals in Curriculog and asked that they approve by 5:00 p.m. on Monday, November 8th.

- Policies and Procedures Committee
 - Dr. Amy Rubens went over the memo that was given to GAC members when the meeting invite went out on 11/4/2021.
 - Requested feedback from GAC members and encouraged them to discuss with their departments and graduate faculty colleagues.
 - Dr. Amy Rubens will be sending out the memo to all graduate faculty members for their review and input as well.
 - If a lot of feedback is received by the end of November, Policy and Procedures may meet in December to discuss. Members of GAC and Graduate Faculty don't have to have feedback done by then; there is time to send at a later time and the committee still discuss and move forward with it in the spring semester.
- Grievance Committee – None at this time
- Ad hoc GAC By-Laws Committee – None at this time
 - Waiting on reply from another possible committee member who was recommend but doesn't serve on GAC.
 - Doug Brickman was also recommended to serve on the committee.
 - Dean Caldwell hopes to get a meeting scheduled for November but it probably won't get started fully until the spring semester.
- 3 Minute Thesis Committee – None at this time
 - Dr. Amy Rubens will be working on getting a meeting scheduled

- New Business – Dean Caldwell went over the Faculty Senate decision to increase membership of the Academic Program Review Committee by adding a graduate faculty member to it. He went over a few details of what serving on the committee entailed. Dean Caldwell asked for a volunteer. Dr. Sarah Rabe volunteered. Dean Caldwell will confirm that she is okay to do this and will let her know.

- Adjourn – Meeting was adjourned by Dr. Ben Caldwell, Dean at 1:49 p.m.

Graduate Faculty Application Status

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

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Elizabeth "Liz" Altieri	STEL	
Amanda Bozack	STEL	
Melissa Lisanti	STEL	
"Sandi" Schneider	STEL	
Brenda Tyler	STEL	
Matthew Grimes	STEL	
Jennifer Walton	STRAT COMM	
Christine Rogerson	MSW	
Mingyang Zheng	MSW	
Lorraine Fleming	Waldron	
Shannon Dechant		
Waldron – Nursing – In meeting had listed as associate. Found out afterwards she should have been listed as full - TJH		

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
Ann Benson	STEL	EDSP 669
Mary Evans	STEL	EDSP 651;663;664;672;674;791;792
Suzanne Graham	STEL	EDSP 622 & 651
Leigh Leslie	STEL	EDRD 692 & 697
Karen Stinson	STEL	EDSP 526;527;628;669;755;756
Leah Savelyev	MOT	OCTH 633 & 629
Sabrina Johnson	Waldron	

2021-2022 GAC Committee Assignments

Policies and Procedures (standing)

Bruce Parsons
 Jeannine Everhart
 Sean Keck
 Milena Staykova
 Karen Douglas
 Can Dogan

Bylaws (ad hoc)

Wendy Downing
 Robert Trent
 Lauren Flora
 Kristan Morrison
 Sara Nicely
 Doug Brinkman

Graduate Student Grievance (standing)

Phil Mongan
 Brad Bizzell
 Riane Bolin
 Patty Vari
 Alan Forrest

3 Minute Thesis (ad hoc)

Shuo Yao
 Ken Smith
 Jason Browning

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE

I. ITEC

A. New Course Proposal

1. Create ITEC 511 – graduate level of ITEC 411 at the undergraduate level. This is for the Cybersecurity Certificate with IMPACT **ACPR Approved**
2. Create ITEC 510 - This is for the Cybersecurity Certificate with IMPACT **ACPR Approved**

II. Ed.D.

A. Course Revision

1. Change the Prerequisite; Credit Hours; and Syllabus for EDEF 890 **ACPR Approved**

III. HADM

A. Course Revision

1. Course Number Change for HADM 562 to 662 **ACPR Approved**
2. Course Number Change for HADM 555 to 655 **ACPR Approved**
3. Course Number Change for HADM 550 to 650 or 651 **ACPR Approved**
4. Course Number Change for HADM 530 to 630 **ACPR Approved**

IV. EDSP

A. Course Revision

1. Catalog Description Change for EDSP 500 **ACPR Approved**

Policies and Procedures Committee

Minutes

October 22, 2021

1:00 p.m.

Zoom

Standing members: Amy Rubens (Graduate College, presiding), Teri Hills (Graduate College), Becca Conner (Graduate College Admissions), Zach Johnson (Graduate College Admissions), Karen Douglas, Can Dogan, Lisa Allison-Jones (proxy for Jeannine Everhart), Sean Keck, Milena Staykova

Absent: Teri Hills, Bruce Parsons, Milena Staykova,

Recorder: Jarrett Rodriguez (Graduate College GA)

- I. Attendance and announcements
- II. Discussed a working draft of several proposed policies:
 - Good academic standing
 - Grades of “C”
 - Academic probation
 - Return to good academic standing
 - Suspension
 - Return after suspension
 - Dismissal for academic performance

The working draft will be circulated to all GAC representatives and graduate faculty.

RADFORD UNIVERSITY

Graduate College

Memo

To: Graduate Affairs Council Representatives
Graduate Faculty

From: Dr. Amy Rubens, Interim Associate Dean & Chair of the Graduate Policies and Procedures Committee

CC: Dr. Ben Caldwell, Dean
Academic Deans of CEHD, CHBS, COBE, CVPA, Nursing, and Waldron

Subject: Draft of Academic Policy Recommendations

Date: 11/3/21

On October 22, the Graduate Academic Policies and Procedures Committee¹ met to discuss a **working draft** of several important graduate academic policies and procedures:

- Good academic standing
- Grades of “C”
- Academic probation
- Return to good academic standing
- Suspension
- Return after suspension
- Dismissal for academic performance

To facilitate clear, transparent, and ongoing discussion between the Graduate College, graduate faculty, and other stakeholders, and to encourage robust faculty governance, **the working draft is being shared with all graduate faculty and can be found on pp. 2-4 in this document.** The current version of the above policies, which appears in the 2021-2022 Graduate Academic Catalog, can be found on pp. 5-6 of this document.

Feedback from graduate faculty about the working draft may be directed to the graduate faculty member who is representing your college on the Policies and Procedures Committee. As chair of the committee, I also invite you to communicate directly with me (Dr. Amy Rubens, arubens@radford.edu) if you wish.

Working Draft of Proposed Policies

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

¹ The 2021-2022 Policies and Procedures Committee is comprised of the following members: Can Dogan (COBE); Karen Douglas (CEHD); Jeannine Everhart (RUC); Sean Keck (CHBS); Bruce Parsons (CVPA); Milena Staykova (Waldron and School of Nursing); Amy Rubens (Chair, Graduate College); Becca Conner (Admissions, Graduate College); Teri Hills (Student Academic Support, Graduate College).

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 placed on probation. (See “Probation.”) 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.”) A student also will be placed on probation once they earn a second course grade of “C” or lower, regardless of cumulative GPA. (See “Grades of C.”) 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.”) Students who have been placed on probation due grades lower than a “C” are similarly restricted to 12 credit hours of coursework until their cumulative GPA reaches a 3.0 and/or they demonstrate, after the 12 credits have been completed, they have earned no additional grades of “C” or lower.

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 one calendar year has elapsed. (For instance, if a student 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 department chair or the graduate program coordinator of the student’s primary graduate program
- Signature of one other graduate faculty member/graduate program advisor 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, 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 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 Dismissal²

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

If a program’s dismissal policies are more stringent than the Graduate College’s, they 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-Academic Reasons

Dismissal from a program based on non-academic reasons not listed in 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 department/program chooses to dismiss a student based on such criteria, the Graduate College, upon receipt of

² The sections “Admission After Dismissal,” “Program-Specific Dismissal Policies,” and “Dismissal for Non-Academic Reasons” do not reflect any substantive departures from the current policy in the 2021-2022 catalog; the draft reflects minor improvements with respect to wording, organization, and navigation.

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.

Current Policies³

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.

³These policies are listed in the “Retention and Graduation Policy” section of the 2021-2022 Graduate Academic Catalog.