

ZOOM Meeting: <https://radford.zoom.us/j/94929646498> **Password:** Graduate

Members in Attendance: Keith Davis, Carey Cole, Jason Browning, Ken Smith, Bruce Parsons, Kevin Parcetich, Melinda Cruz, Dee Pennington, Sara Nicely, Lori Elis, Shuo Yao, Jenessa Steele, Robert Trent, Phil Mongan, Lauren Flora, Alisa Armstrong (Library), Karen Douglas, Brian Kitts, Katie Hilden, Jeff Pittges, Max Yurkofsky, Sean Keck, Melissa Neal (Registrar's Office), Ryan Smith, Kim Baskette, Stirling Barfield

Graduate College staff in attendance - Ben Caldwell (Chair, non-voting), Elizabeth Rice, Michele Ralston, Agida Manizade, Emily Close, Tracey Drown

Absent: Rebecca McIntyre, Judy Jenks

- Call to Order (1:02 PM)
- Approval of minutes from April 7 & 21, 2023, meetings
 - Motion to approve – Trent/Keck
 - Approved
- Announcements
 - Welcome
 - Student Travel – up to \$500 per student. Applications should be forwarded directly to Dr. Caldwell
 - Commencement – December 8, 5 PM, Bondurant Auditorium. No limit on tickets at this time.
 - Program Coordinator and GAC Representative Changes – see lists below
 - College Report from the Dean – see accompanying PDF – some topics listed below
 - Curriculum Deadlines:
 - Feb 1 – final launch date in Curriculog for proposals requiring SCHEV approval
 - March 18 – final launch date in Curriculog for all other proposals
 - Graduate Catalog will publish with Undergraduate Catalog – no last minute exceptions during summer
 - GAC subcommittee schedule
 - College of Graduate Studies name change approved by SCHEV
 - Fall Enrollment: 1449 (+2.3%) from 2022 (1417)
 - Recruitment updates – see PDF
 - Looking to form Alumni Advisory Board – initial meeting during Homecoming, October 20th
 - Graduate Assistant update – see PDF
 - New Policies – repeated course grades will replace original grades for GPA calculations
 - Second thesis editor (Alex Burnley) hired
 - Revised thesis checklist document posted with updated submission deadlines

- Student support updates – see PDF
- Expanded Outstanding Graduate Student Awards and professional development opportunities for graduate students
- GAC meeting dates and topics for consideration – some topics listed below
 - GAC Bylaws
 - Academic Forgiveness policy
 - Grievance/grade appeal policy revisions
 - Update Thesis Manual

- Old Business
 - None

- New Business
 - Subcommittee Reports:
 - Subcommittee Assignments and Meeting Dates – see attached listing of committee assignments and dates
 - Academic Course and Program Review – See attached list of ad hoc proposal approved over summer for minor changes to update catalog
 - Policies and Procedures Committee - None at this time.
 - Grievance Committee – None at this time.
 - *Ad hoc* By-Laws Committee – None at this time
 - *Ad hoc* Diversity, Equity, & Inclusion (DEI) – None at this time.

 - *Ad hoc* committee to review and updates Thesis Manual to be formed by next GAC meeting – revise processes for thesis review and final submission
 - DAIM Motion to Suspend Accelerated Transfer Policy (attached)
 - Pending partnership agreement with Virginia Community College System may negate request to suspend policy; motion tabled for time being

- Graduate Faculty – See attached listing of full and associate graduate faculty approved since April 27, 2023 GAC meeting.

- Motion to Adjourn – Mongan/Trent
 - 2:05 PM

Program	GAC Member 2023-2024	Program coordinator 2023-2024
Art (MFA)	-	-
Studio Art	Ken Smith	Ken Smith
Design Thinking	Bruce Parsons	Joan Dickinson
Athletic Training (M.S.A.T.)	Sarah Rabe	Sarah Rabe
<i>Autism Certificate</i>		Karen Douglas
Business Administration (MBA)	Maneesh Thakkar	Melanie Butler
<i>Business Analytics Certificate</i>	-	Melanie Butler
Communication Sciences and Disorders (COSD)	Lauren Flora	Lauren Flora
Strategic Communication	Shuo Yao	Shuo Yao
Counselor Education (COED)	Keith Davis	Carrie Sanders
Criminal Justice	Lori Elis	Lori Elis
<i>Crime Analysis Certificate</i>	-	Roberto Santos
Data and Information Management (DAIM)	Jeff Pittges	Jeff Pittges
Education (M.S.)	Ryan Smith	Ryan Smith
<i>Mathematics Certificate</i>		Darryl Corey
Education (Ed.D.)	Max Yurkofsky	Max Yurkofsky
Educational Leadership (EDEL)	Brian Kitts	Brian Kitts
English	Sean Keck	Sean Keck
Healthcare Administration-RUC	Rebecca McIntyre	Rebecca McIntyre
Health Sciences (Doctoral, Masters, and Dual)-RUC	Kim Baskette	Kim Baskette
Music	Robert Trent	Robert Trent
Nursing (D.N.P.)	Carey Cole	Carey Cole
Nursing (M.S.N.)	-	-
<i>Nursing Administration-RUC</i>	Deidra Pennington	Deidra Pennington
<i>Family Nurse Practitioner-RUC</i>	Judy Jenks	Judy Jenks
Occupational Therapy (M.O.T.)	Jason Browning	Jason Browning
Physical Therapy (D.P.T.)-RUC	Kevin Parcetich	Kevin Parcetich
Physician Assistant-RUC	Sara Nicely	Sara Nicely
<i>Professional Writing Certificate</i>	-	Laura Vernon
Psychology	Jenessa Steele	-
I.O.		Jay Caughron
Experimental		Jenessa Steele
Psy.D. (Counseling)	Stirling Barfield	-
Literacy Education	Katie Hilden	Katie Hilden
School Psychology (Ed.S.)	Melinda Cruz	Melinda Cruz
Social Work (MSW)	Philip Mongan	Philip Mongan
Special Education (M.S.)	Karen Douglas	Karen Douglas
<i>Teaching Language in the Digital Age Certificate</i>	-	Sean Keck
Registrar's Office	Melissa Neal	
McConnell Library	Kay Johnson	

**GRADUATE AFFAIRS COUNCIL
2023-2024**

SUBCOMMITTEES

Policies & Procedures Committee

**Maneesh Thakkar – Davis
Bruce Parsons–CVPA
Karen Douglas – CEHD
Sean Keck – CHBS
Kevin Parcetich – Waldron
Jeff Pittges – Artis
Carey Cole – SON**

Student Grievance Committee

**Maneesh Thakkar– Davis
Ken Smith –CVPA
Ryan Smith – CEHD
Melinda Cruz– CHBS
Jason Browning – Waldron
Jeff Pittges – Artis
Judy Jenks – SON**

Ad-Hoc Committee: By-Laws

**Ben Biermeier-Hanson – Davis
Robert Trent –CVPA
Katie Hilden – CEHD
Jenessa Steele– CHBS
Kim Baskette – Waldron
Charles Manyara – Artis
Dee Pennington – SON**

***Ad-Hoc Committee: Diversity, Equity, and
Inclusion (DEI)***

**Holly Cline–CVPA
Darryl Corey - CEHD
Karen Douglas- CEHD
Brian Kitts– CEHD
Rebecca McIntyre – Waldron
Shou Yao – CHBS
Max Yurkofsky - CEHD**

Dates and Deadlines

Graduate Affairs Council Meeting

Important Dates to Remember:

February 1st – Recommended last day to launch any proposals in Curriculog that will need to go to Faculty Senate and SCHEV for approval.

March 18th – Last day to launch **any** proposals in Curriculog to be approved for the next academic year.

The full Graduate Affairs Council meets on dates below with additional Fridays (*) reserved for sub and/or ad-hoc -committee meetings and full Graduate Affairs Council meetings as necessary.

- First Friday of the month – GAC
- Second Friday of the month – By-Laws (as needed)
- Third Friday of the month – Policy and Procedures
- Fourth Friday of the month – DEI and Grievance (as needed)

All meetings begin at 1:00 p.m. on the dates below unless cancelled or otherwise notified.

September 1 - GAC
September 8* - By-Laws
September 15* - Policy and Procedures
September 22* - DEI/Grievance
October 13- GAC
October 20* - Policy and Procedures/Bylaws
October 27* - DEI/Grievance
November 3 - GAC
November 10* - By-Laws
November 17* - Policy and Procedures/Grievance
December 1 - GAC
February 2 - GAC
February 9* - By-Laws
February 16* - Policy and Procedures
February 23* - DEI/Grievance
March 1 - GAC
March 15* - Policy and Procedures
March 22* - DEI/Grievance
April 5 - GAC
April 12* – Policy and Procedures
April 19 – Last Regular GAC
April 26 – Alternate Last GAC

AGENDA/MINUTES
ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE

Items were approved ad hoc by ACPR review during late spring and summer of 2023.

I. COED Program Revision

1. Changes to Application instruction clarifying how many pages are needed for the writing sample students must submit when applying and removing the summer admissions language option for students. - ACPR **Approved on 5/16/2023**

II. STEL – Summer Additions

A. Course Revision

1. EDEF 600 – Updating the catalog entry for the course title and course description with a back date of Fall 2021 to be in alignment with VODE regulations. **ACPR Approved on 4/25/2023. This was already approved by GAC but I, Teri Hills, realized that I didn't list this as part of the changes when we added the syllabus changes.**
2. EDRD – 697 – Correction – On April 7th GAC approved for the fee of \$110.00 be removed from course EDRD 697. However, this was incorrectly listed on the proposal. Per email confirmation dated 5/1/2023 from the department the fee of \$110.00 should remain for the course. – **ACPR Approved on 6/15/2023**

III. MUSC

A. New Course

1. MUSE 555 – Creating a new course; Choral Conducting, for graduate students who t have not had prior music education courses. - ACPR **Approved on 4/26/2023; GAC Approved on 5/16/2023 via Qualtrics. Was listed on agenda; in Curriculum log but I missed having it listed on the paper agenda that was emailed to the committee. Was voted on via Qualtrics.**

IV. MOT

A. Program Revision

1. OCTH – Remove application deadline from catalog program listing to allow greater flexibility. **Approved on June 28, 2023 Approved GAC ad-hoc on 6/28/2023**

V. NURS

A. Program Revisions

- 1. DNP – Changing their admissions deadline from March 1 for priority to rolling admissions and will accept students in fall, spring, and summer for FNP; NL; and Post-APRN tracks. Goes into effect in fall 2023. - ACPR **Approved on 6/16/2023. Approved GAC ad-hoc on 6/16/2023.****
- 2. MSN – Changing their application deadline from November 15 for early admission and March 1 for regular admission to rolling admissions and will accept students in fall, spring, and summer for the FNP track. Goes into effect in fall 2023. - ACPR **Approved on 6/16/2023. Approved GAC ad-hoc on 6/16/2023.****

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)
Karen Valcheff	Nursing	
Christina Keller	Nursing	
Sean Keck	English	
Lindsay Semprevivo	Criminal Justice	
David Rivers	Music	
Stacey Clifton	Criminal Justice	
Angela Mickle	Athletic Training	
Jamie McDaniel	English	
Kathleen Arnold	Psychology	
Zehui Dai	Strat Comm	
Wendy Downey	Nursing	
Daniel Miner	DPT	
Karen Douglas	STEL	
Philip Mongan	MSW	
Matthew Cataldi	Music	
Darren Minarik	STEL	
Debora Bays-Wilbon	STEL	
Timothy Channell	Music	
Annemarie Horn	STEL	
Matthias Naleppa	MSW	
Lauren Ermann	COED	
Michael Moore	Athletic Training	
John Brummette	Strat Comm	
Kevin Parcetich	DPT	
Bruce Parsons	Design Thinking	
Dan King	STEL	
Wendy Eckenrod-Green	STEL	
Daniel Berry	Psychology	
Young-Kook Moon	Psychology	
Teresa Ristow	Psychology	
Sung Park	Art	
David Halpin	DHSc	
Margaret Adams	Art	
Dayna Hayes	Psychology	

Associate Graduate Faculty Status – 3-year term

Name	Dept.	Limitation(s)
Erica Whiting	Psychology	PSYC 772 & 898

Shelley Axelson	Music	MUSC 531; MUSC 654; & MUSC 697
Nancy Taylor	English	
Justine Jackson Stone	English	
Kimberly Austin	STEL	EDSP 686
Carma Sample	MOT	OCTH 617; 619; 629; 637; 649; 663; 643; 665; 673; & 653
Michelle Sherfy	COSD	COSD 640
Wendy Durham	STEL	EDEL 612; 614; 616; 618; 620; 621; 624; & 630
Shawna Camden	MOT	OCTH 613; 615; 617; 647; 651; 653
Nicole Ward	MOT	OCTH 653; 611; 643; 647; 655; 615; 613; & 617
Sherry Gearheart Rakes	MSW	SOWK 783; 642/642; 791/792
Kaley Sweeney	MOT	OCTH 607; 621; 639; & 645
Eric Kniss	Art – External	Thesis Committee
Deanna Cash	STEL	EDSP 637
Valerie Dunham	STEL	EDUC 556 & EDUC 656
Joseph Klein	COED	COED 655
Melanie Butler	MBA	Fast Track MBA Orientation
Kimberly Wilson	Nursing	
Erica Thornton Carr	MSW	SOWK 670 & 671
Jessica Stallard	MSW	SOWK 641/642 & 791/792
Elizabeth Arthur	MSW	SOWK 641/642; 791/792; 720 & 784
Katherine Chalflinch	NURS	
Jessica Morris	STEL	EDSP 536; 645; 651; & 672
Richard Van Fossen	STEL	EDSP 526
Erica Thornton Carr	MSW	SOWK 670 & 671
Kimberly Wilson	NURS	
Shelby Sowers	COSD	COSD 640
Maude Hunter- Sloan	MSW	SOWK 601/602 & 761
Gabriella Smith	Sociology	Thesis Committee
Valerie Dunham	STEL	EDUC 566, 666
Kammie Galyean	STEL	EDET 554, EDSP554
Jason Wimbush	STEL	Dissertation Committee
Turonne Hunt	STEL	Dissertation Committee
Deanna Cash	STEL	EDSP 637
Tara Riddle	MOT	OCTH 609, 613, 615, 619, 629, 633, 647, 649, 653, 657, 663

DRAFT MOTION

Motion to Suspend the Policy for Students in the Data Engineering Accelerated Program: **General Eligibility for Current Radford University Undergraduate/ Transfer Students**

Background:

DAIM/ Data Engineering Accelerated Program is currently working on an articulation agreement between the Virginia Community College System and Radford University. The goal of the agreement is to enable VCCS students who have earned 53 credit hours in Information and Science Systems and related fields to be admitted into RU's Accelerated undergraduate/graduate (UG/G) program in Computer Science, and to take courses toward a Radford University Master of Science degree before completing their BS degree at RU. **The current Policy requires transfer students to complete 24 hours of coursework at Radford before the student is eligible to enroll in a graduate class as an accelerated student. Once the articulation partnership agreement is formalized, the exemption to the 24-credit requirement for transfer students will become part of the partnership agreement. In the meantime, suspending this policy for transfer students wishing to enter into the DAIM program will allow transfer students to take one graduate class per semester during their junior and senior years. Suspending the policy will help prevent student burnout and increase recruitment and retention.**

Motion:

Motion to waive, for 18 months (August 10, 2023- February 10, 2025), the portion of the Accelerated policy that requires a minimum of 24 credit hours of full-time undergraduate enrollment at Radford University for transfer students entering the DAIM/ Data Engineering Accelerated Program.

Graduate Affairs Council

September 1, 2023

RADFORD
UNIVERSITY

1

Agenda

Call to Order

Approval of Minutes

Welcome & Announcements

Graduate College Report from the Dean

Old/New Business

2

Introductions

- New GAC Members
- MBA - Maneesh Thakkar (GAC) Melanie Butler (Program Coordinator)
- EdD - Max Yurkofsky (GAC/Program Coordinator)
- Educational Leadership - Brian Kitts (GAC/Program Coordinator)
- MSN Nurse Administration - Dee Pennington (GAC/Program Coordinator)
- Counselor Education- Keith Davis (GAC) Carrie Sanders (Program Coordinator)

Introductions

Program	GAC Member 2023-2024	Program	GAC Member 2023-2024
Art (MFA)		Music	Robert Trent
Studio Art	Ken Smith	Nursing (DNP)	Carey Cole
Design Thinking	Bruce Parsons	Nursing (MSN)	
Athletic Training (MSAT)	Sarah Rabe	Nursing Administration	Dedira Pennington
Business Administration (MBA)	Maneesh Thakkar	Family Nurse Practitioner	Judy Jenks
Communication Sciences and Disorders (COSD)	Lauren Flora	Occupational Therapy (MOT)	Jason Browning
Strategic Communication	Shuo Yao	Physical Therapy (DPT)	Kevin Parcetich
Counselor Education (COED)	Keith Davis	Physician Assistant	Sara Nicely
Criminal Justice	Lori Elis	Psychology	Jenessa Steele
Data and Information Management (DAIM)	Jeff Pittges	Psy.D. (Counseling)	Stirling Barfield
Education (MS)	Ryan Smith		
Education (EdD)	Max Yurkofsky	School Psychology (EdS)	Melinda Cruz
Educational Leadership (EDEL)	Brian Kitts	Social Work (MSW)	Philip Mongan
English	Sean Keck	Special Education (MS)	Karen Douglas
Healthcare Administration (MHA)	Rebecca McIntyre	Registrar's Office	Matthew Brunner
Health Sciences (Doctoral, Masters)	Kim Baskette	McConnell Library	Kay Johnson
Literacy Education	Katie Hilden		

Announcements

- Graduate Student Professional Development Awards (Travel) - \$500
- Commencement - Dec 8, 5 PM, Bondurant Auditorium
- Dates
- GAC meeting 1st Friday of Month (aside from Oct 13) - see list of dates in Agenda
- Curriculum Deadlines - Feb 1st (if SCHEV approved); March 18th for all others
- Graduate Catalog publishing to coincide with Undergraduate Catalog

GAC Committees

- First Friday of the month – GAC
- Second Friday of the month – By-Laws (as needed)
- Third Friday of the month – Policy and Procedures
- Fourth Friday of the month – DEI and Grievance (as needed)

Policies & Procedures Committee Maneesh Thakkar – Davis Bruce Parsons–CVPA Karen Douglas – CEHD Sean Keck – CHBS Kevin Parcetch – Waldron Jeff Pittges – Artis Carey Cole – SON	Student Grievance Committee Maneesh Thakkar– Davis Ken Smith –CVPA Ryan Smith – CEHD Melinda Cruz– CHBS Jason Browning – Waldron Jeff Pittges – Artis Judy Jenks – SON	September 1 - GAC
		September 8* - By-Laws
Ad-Hoc Committee: By-Laws Ben Biermeier-Hanson – Davis Robert Trent –CVPA Katie Hilden – CEHD Jenessa Steele– CHBS Kim Baskette – Waldron Charles Manyara – Artis Dee Pennington – SON	Ad-Hoc Committee: Diversity, Equity, and Inclusion (DEI) Holly Cline–CVPA Darryl Corey - CEHD Karen Douglas- CEHD Brian Kitts– CEHD Rebecca McIntyre – Waldron Shou Yao – CHBS Max Yurkofsky - CEHD	September 15* - Policy and Procedures
		September 22* - DEI/Grievance
		October 13- GAC
		October 20* - Policy and Procedures/Bylaws
		October 27* - DEI/Grievance
		November 3 - GAC
		November 10* - By-Laws
		November 17* - Policy and Procedures/Grievance
		December 1 - GAC
		February 2 - GAC
		February 10* - By-Laws
		February 16* - Policy and Procedures
		February 23* - DEI/Grievance
		March 1 - GAC
		March 15* - Policy and Procedures
		March 22* - DEI/Grievance
		April 5 - GAC
		April 12* – Policy and Procedures
		April 19 – Last Regular GAC
		April 26 – Alternate Last GAC

2023 Graduate College Update

September 1, 2023

RADFORD
UNIVERSITY

7

Welcome

Welcome & Introductions

Graduate Admissions

Recruitment

Graduate Assistants

Graduate College Administration and Student Services

Graduate Affairs Council updates

Graduate College

RADFORD UNIVERSITY

8

Welcome Introductions



Dr. Ben Caldwell
Dean



Dr. Agida Manizade
Interim Associate Dean



Rebecca Conner
Director of Graduate Enrollment
Management



Teri Hills
Executive Administrative Assistant



Tracey Drowne
Director of Graduate Recruitment



Emily Close
Graduate Student Support and
Non-Degree Coordinator



Michele Ralston
Graduate Assistant Coordinator



Elizabeth Rice
Graduate Admissions Processor

College of Graduate Studies and Research

Graduate College

Whitt Suite 101-108

- Deans Offices, Graduate Assistants, Student Support and Services

Whitt Suite 130-138

- Graduate Admissions, Graduate Recruitment

- Name change to **College of Graduate Studies** as of August 2023



Admissions

Announcements:

- The next application cycle will open after the Fall 2023 census date (**Sept. 5**) if your program does not have an alternate cycle

What's Ongoing:

- Applicant Portals implementation - electronic decision letters coming soon
- Finalizing Fall 2023 enrollment - includes withdrawals for non-enrollment and deferrals
- Archiving Summer and Fall 2023 applications in Admit
- Data clean-up from previous terms - status changes, etc.

Contact Us:

- Admit/Prospect training
- Functionality available to assist with admission interviews
- Admit/Prospect configuration changes/evaluation rubric updates

Becca Conner x6296 /Elizabeth Rice x5005

RADFORD UNIVERSITY

11

Fall 2022 Application Summary - 8/28/23

Fall 2023 Graduate Applications										
Program	Fall 2020		Fall 2021		Fall 2022		Fall 2023		2022-2023 Change	
	Apps	Admit	Apps	Admit	Apps	Admit	Apps	Admit	Apps	Admit
Master's Total	1571	522	1466	521	1342	485	1213	502	-129	6
Post Master's	26	20	32	26	25	20	12	10	-13	-10
Doctoral	67	31	57	27	43	26	28	19	-15	-7
Certificate	18	12	19	14	28	25	33	28	5	3
Non-Degree/Licensure	38	35	99	89	81	76	35	24	-46	-52
TOTAL APPLICATIONS	1721	620	1674	677	1519	643	1321	583	-198	-60

RADFORD UNIVERSITY

12

Fall 2023 Enrollment Summary

Final Fall Semester Enrollments		
Fall	Total	Change from Prior Year
2019	1323	RU-RUC Merger
2020	1,336	1.0%
2021	1,405	5.4%
2022	1413	0.6%
2023	1467	3.8%

Summer Enrollments	
2021	1,486
2022	1499
2023	1706 (+13.8%)

RADFORD UNIVERSITY

13

Recruitment

- Internship, Career & Graduate School Fair Oct 4, 11-2:00
 - All programs invited to sign up-No Charge!
 - Register on Handshake or Carolyn Sutphin - csutphin@Radford.edu
- 25 fairs or info tables planned for fall on college campuses
- **Alumni Board** forming, more advertising to our alumni
- Starting 2nd year of our new Ambassador program
- More advertising and outreach with Chambers of Commerce, Schools, Superintendents, Hospitals (info tables + TV monitors), community events (i.e. Colonial Williamsburg Educators Day, Public libraries)
- Trying to bring more prospects to RU from other colleges (McNair)

Graduate Recruitment - Tracey Drowne x5327

RADFORD UNIVERSITY

14

Virtual Open Houses & Info Sessions

- Please send dates/times to Tracey if you are coordinating these events in your area. She will help advertise on social media and at other events or college campuses.
- Tracey will help to set up events if you need assistance.
- We want to encourage this throughout the fall and spring.

Graduate Recruitment - Tracey Drowne x 5327

RADFORD UNIVERSITY

15

Recruitment

- Graduate College is Working with Niche.com and Strategic Communications
 - Niche generated close to **500 new prospects** this past year
- University Relations - New branding coming soon.
 - Flyers, posters, digital ads, etc.; Can take Photos and Videos
 - <https://www.radford.edu/content/university-relations/home/our-services/creative-services.html>
- Program Funding Requests - In progress of reviewing at this time.

Graduate Recruitment - Tracey Drowne x 5327

RADFORD UNIVERSITY

16

Recruitment

- We are ready for tours. GAs will work with you when a request comes in from our website form.
- Please help check web pages for outdated content
 - SACSCOC will be looking to make sure web sites are current and up to date
 - All links are working
 - Contact information is up to date
 - Please post info sessions, open houses, etc.

Graduate Recruitment - Tracey Drowne x5327

RADFORD UNIVERSITY

17

Graduate Assistants

Current count of assistantships for 22-23 AY:

- 149 - GAs (first and second years)
- 39 - GTAs (mostly first years, a few second years)
- 28 - GTFs
- 6 - PsyD students

GA orientation - online

GTA orientation in-person and online.

Graduate Assistantships- Michele Ralston x6295

RADFORD UNIVERSITY

18

Graduate College Administration & Student Services

- Forms - petitions, transfer requests, program change requests, continuous enrollment
- Handbooks
- Policy and Procedures committee
- Non-Degree Admission Decisions
- Degree Audits - Review student files for degree conferral
- Capstone documentation
 - Thesis/dissertation committees/defense documentation
 - Final submission - thesis/dissertation/comprehensive exams
- Graduation - applications for Dec. due September 4th. Apply online.

Graduate College - Emily Close x6344

RADFORD UNIVERSITY

19

Graduate College Administration & Student Services

Change in Policy -

“Repetition of Courses

If a student repeats a course for credit in which a “B-” or lower was obtained, the grade earned in the Repeat Course will **replace** the original grade for the repeated course. **For GPA calculations, only the repeated course grade will be applied.** No more than six credits of coursework may be repeated in this way. Courses taken in which a “B” or higher was obtained may not be taken a second time for credit.”

Will only apply to students under the 2023-2024 catalog unless an Academic Petition is submitted.

Graduate College - Emily Close x6344

RADFORD UNIVERSITY

20

Graduate College Administration & Student Services

Thesis/Dissertation/Capstone submission change:


Email Word document to gradthesis@Radford.edu instead of uploading to repository.

Copy Editors:

Ashley Koontz

Alex Burnley - hired Summer 2023

Graduate College - Emily Close x6344



RADFORD UNIVERSITY
Graduate College

College of Graduate Studies and Research
Whitt Hall, PO Box 6928
Radford, VA 24142 Phone
540-831-5431
Fax 540-831-6861
Email gradforms@radford.edu

Electronic Thesis and Dissertation Submission Directions and Checklist

When you submit the Student Draft to the Graduate College Copy Editor, it must be 100% complete. Allow yourself at least two weeks to complete the formatting process (see deadlines below). The Thesis Preparation Manual will assist you in successfully completing the Thesis and Dissertation process. The Thesis Preparation Manual, forms, and sample pages can be located at: <http://www.radford.edu/content/grad/forms/sample/ThesisDissertation%20forms.html>

Student Submission Deadlines		
2023-2024 Term	Draft Deadline	Final Deadline
Fall 2023	11/13/2023	12/18/2023
Spring 2024	4/29/2024	5/20/2024
Summer 224	6/28/2024	7/22/2023

Checklist for Student:

- Convene Thesis/Dissertation Committee
- Thesis/Dissertation Proposal Defense
- Defend Thesis/Dissertation
- Submit "draft" of completed Thesis/Dissertation to gradthesis@radford.edu
- Submit edited final to gradthesis@radford.edu

Checklist for Thesis/Dissertation Committee Chair:

- Request "Final Report of Defense" form
- Verify your approval of the completed "draft" documents by signing the title page required for all submissions by the student
- Submit "Final Report of Defense" form to eclose@radford.edu
- Review Graduate College Copy Editor's recommendations and complete all final edits with student

Questions regarding this process can be directed to Emily Close, eclose@radford.edu

Thesis/Dissertation Process

1. Submit "Request to Convene Thesis/Dissertation Committee" Form
2. Submit "Thesis/Dissertation Proposal Defense" Form
3. Program Coordinator requests "Report of Final Defense" form prior to defense from Emily Close, eclose@radford.edu
4. Defend thesis/dissertation
5. Submit completed "draft" of thesis/dissertation to gradthesis@radford.edu in Word document along with signed title page as PDF document.
6. Editor reviews document, makes formatting suggestions, returns paper to student
7. Submit completed final version of thesis/dissertation to gradthesis@radford.edu

21

Graduate Student Support & Engagement

- Outstanding Graduate Student Awards (4 awards; \$750 each)
<https://www.radford.edu/content/grad/home/outstanding-graduate-awards.html>
- Professional Development Opportunities and Graduate Student Social Events
<https://www.radford.edu/content/grad/home/graduate-student-life/events-calendar.html>
- Highlander Research Blitz (HRB) Graduate/Undergraduate Competition
<https://www.radford.edu/content/grad/home/3mt-competition/3mt-guidelines.html>
- HRB Timeline https://www.radford.edu/content/grad/home/3mt-competition/3MT_Timeline.html
- Graduate Student Newsletter
<https://www.radford.edu/content/grad/home/graduate-student-life/newsletters.html>
- Needs Assessment and Graduate Student Program Exit Survey
- GTA/GTF Orientation and Experience Surveys
- Graduate Student Appreciation Week in April; Contests and giveaways for graduate students
- Graduate Student Council (Caitlin Saunders, cesaunders1@radford.edu)
- Graduate Students' Lounge in Whitt Hall

Interim Assoc. Dean - Dr. Agida Manizade - x5752

RADFORD UNIVERSITY

22

Student Support

OUTSTANDING GRADUATE STUDENT AWARDS

DEADLINES

Nominations are Open	December 1 st , 2023
Nominations are Due (Please complete the <i>Nomination Form</i> attached)	January 29 th , 2024
Application is Due (by student applicant)	March 1 st , 2024
Application Review Round 1	March 4 th -March 31 st , 2024
Finalists' Application Review Round 2	April 1 st - April 28 th , 2024
Winners are Announced	The week of April 29 th , 2024
The Awards	Spring Graduation Ceremony

Interim Assoc. Dean - Dr. Agida Manizade - x5752

RADFORD UNIVERSITY

23

Graduate Program Support -Summer 2023

Streamlining:

- Health records tracking process for non-degree students in graduate education programs (June 2023)
- Pathway to [access Carilion de-identified patient health data](#) (June 2023)
- Students' health records, removed redundancy of the CastleBranch and Mediat records for Physical Therapy Students (May-June 2023)
- Webpage changes: ITOneStop (<https://radford.service-now.com/itonestop>) or internally request changes at the [link](#).

New Initiatives & Policies:

- Articulation agreement between RU Graduate College and VCCS; Data Engineering U/G program (July-August 2023)
- A full-time-designation for graduate students during summer is now 3-credit hour max requirement (July 2023; Allison Pratt)
- Academic forgiveness policy (May 8, 2023)
[DRAFT: Academic Forgiveness Policy for the Graduate College - Google Docs](#)
- Graduate programs' marketing needs
- Professional Development opportunities for grad students and faculty (July-August 2023)
- Non-degree 18 Grad Credit program for teacher qualification for dual enrollment

Interim Assoc. Dean - Dr. Agida Manizade - x5752

RADFORD UNIVERSITY

24

Graduate Affairs Council

- Schedule of GAC meetings, 1 PM, 1st Fridays of month
- Meetings in Heth 043
- Academic Course & Program Review (ACPR)
 - All Curriculum proposals submitted via Curriculog
 - Teri Hills is ACPR/Curriculog liaison for GAC
- Program revisions
 - Please make early contact with SCHEV liaison, Jessica Stowell, for any proposals requiring SCHEV approval *before* moving through curriculum process – also require Faculty Senate review – Feb 1 submission date
 - For any program changes with more than 25% changes require SACSCOC notification or approval (50% change)

2022-2023 GAC Meeting Schedule

September 1
 October 13
 November 3
 December 1
 February 2
 March 5
 April 7
 April 19
 April 26 (if needed)

RADFORD UNIVERSITY

25

Graduate Affairs Council

Important Policy updates - approved in 2022-2023

Probation, Suspension and Dismissal Policy Revision

- If a students on probation after one or more semesters cannot return to good standing within remaining probation period, student will be suspended immediately; upon returning from suspension, student will receive an additional 12 credits to return to good standing

Course repeat policy

- A repeated course grades will replace original grade; previous grade will not be factored into new GPA calculation.

RADFORD UNIVERSITY

26

Graduate Affairs Council

Topics for consideration

- GAC Bylaws
- Academic Forgiveness policy
- Revise Directed Study policy - clarify scope of projects
- Return from Suspension policy - update returning from suspension conditions
- Accelerated Pathways policy update - catalog descriptions for approved programs
- Grievance/Grade Appeal policies - streamline/clarify
- Thesis manual - update process for submitting documents for initial review and final submission in repository
- Special Topics Course

RADFORD UNIVERSITY

27

Many Thanks!!

Thank you to all the CGS staff!!

Thank you to the Graduate Program Coordinators!!

Thank you to all Graduate Faculty!!

RADFORD UNIVERSITY

28