

University Graduate Council Minutes

Tuesday, May 9, 2017
Sanger Hall, room 1-038
3 p.m. – 5 p.m

Members present:

Jill Bettinger
Herschell Emery
Kimberly Jefferson
Patricia Kinser
Christopher Lemmon
Oonagh Loughran

John Mahoney
Mark Schaefermeyer
Jennifer Stewart
Teresa Swift-Scanlan
Yan Zhang

Guests: Ryan Smith

I. The April 2017 UGC minutes were approved electronically.

II. Action Items

A. College of Humanities and Sciences – **APPROVED**

Department of History

New Program

- [CPG-PBH: Public History, Certificate in \(Post-baccalaureate graduate certificate\)](#)

School of Business – **APPROVED**

Department of Management

Temporary Suspension of Admissions

- [CPG-BAD: Business Administration, Certificate in \(Post-baccalaureate graduate certificate\)](#)

School of Dentistry – **APPROVED**

Department of Oral & Craniofacial Molecular Biology

Curriculum Revision

- [PHD-OHR: Oral Health Research, Doctor of Philosophy \(Ph.D.\)](#)

B. Proposed Policy and Procedure changes which were submitted at April's UGC meeting are up for vote: **APPROVED**

<http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/leave-absence-withdrawal-policies/>

Leave of absence

Graduate students may request leaves of absence from their programs through written appeals to their advisers. The graduate advisers/program directors will forward the requests to the appropriate school dean/dean designee who, following departmental governance procedures, will forward their recommendations and any supporting documentation to the dean of the Graduate School who will respond for the university. Students who are out of compliance with continuous enrollment policies (see policy on Continuous enrollment for degree-seeking graduate students) and who have not been granted approved leaves of absence by the graduate dean must reapply for admission to VCU and to their graduate degree

programs. Graduate students with approved leaves of absence are exempted from continuous enrollment requirements for the LOA period. Students should note that while leaves of absence temporarily suspend continuous enrollment requirements, they do not extend time limits for completion of degrees. ~~(See policy on Exceptions.)~~

Leaves of absence must be requested and approved before or within a current semester. Requests for retroactive leaves of absence will not be approved. **Leaves of absence are limited to one calendar year.**

The posting of the leave of absence on the student's academic record prevents registration for the approved leave of absence period. If the student wishes to return to academic study before the end of the approved leave of absence period, the Graduate School must be notified via ~~the~~ Special Action Form ~~process so that the leave of absence is cancelled and the registration hold removed to cancel the leave of absence and remove the registration hold.~~

Leaves of absence can affect Federal Direct Subsidized Loans and Direct Unsubsidized Loans repayments grace periods. Per the U.S. Department of Education, students have a six-month grace period before being required to begin repayment. Leaves of absence of greater than six months may initiate loan repayment.

Rationale:

Paragraph 1: Removal of "(See policy on Exceptions)" – not relevant to the paragraph.

Paragraph 2: Add "Leaves of absence are limited to one calendar year". – Clarification.

Paragraph 3: Rewording of sentence for clarity.

Paragraph 4: Add "Leaves of absence can affect Federal Direct Subsidized Loans and Direct Unsubsidized Loans repayments grace periods. Per the U.S. Department of Education, students have a six-month grace period before being required to begin repayment. Leaves of absence of greater than six months may initiate loan repayment". – Inform students of possible consequences of a leave of absence.

III. Committee Reports

A. Committee on Admissions and Academic Standards

An appeal hearing is scheduled with the committee for May 30 at the Graduate School.

B. Committee on Internal Review

No report.

C. Committee on Policies and Procedures

Changes to the leave of absence section in the Graduate Bulletin were introduced to UGC at the April 2017 meeting.

D. Committee on Programs and Courses

College of Humanities and Sciences – **APPROVED**

Reviewers: Full committee

Department of History

New Program

- [CPG-PBH: Public History, Certificate in \(Post-baccalaureate graduate certificate\)](#)

School of Business – **APPROVED**

Reviewers: Mary Ellen Huennekens and John Mahoney

Department of Management

Temporary Suspension of Admissions

- [CPG-BAD: Business Administration, Certificate in \(Post-baccalaureate graduate certificate\)](#)

- Temporary suspension of admissions or permanent? Jana McQuaid confirmed temporary. Will follow up with permanent closure in 2019.
- Effective date needs to be changed to Fall 2017 since there are two applicants to the program for Summer 2017.

School of Dentistry – APPROVED

Reviewers: Herschell Emery and John Mahoney

Dentistry – Dean’s Office

New Courses

- [DEBS 501: Dental Gross Anatomy](#)
- [DEBS 502: Dental Neuroanatomy](#)
- [DEBS 503: Infection and Immunity](#)
- [DEBS 511: Microscopic Anatomy](#)
- [DEBS 512: Physiology and Pathophysiology](#)
- [DEBS 513: Dental General Pathology](#)
- [DEBS 601: Dental Pharmacology and Pain Control](#)
- [DEBS 701: Dental Pharmacology and Pain Control](#)
- [DEBS 702: Dental Genetics](#)
 - Effective term needs to be edited to Fall 2018

Department of Oral & Craniofacial Molecular Biology

Curriculum Revision

- [PHD-OHR: Oral Health Research, Doctor of Philosophy \(Ph.D.\)](#)
 - Effective term needs to be changed to bulletin year 18-19

School of Engineering – APPROVED

Reviewers: Oonagh Loughran and Herschell Emery

Department of Mechanical and Nuclear Engineering

New Course

- [EGMN 625: Advanced Modeling and Simulations](#)
 - Effective term needs to be edited to Fall 2018 or Spring 2019 – need clarification

Wilder School – APPROVED

Reviewers: Mary Ellen Huennekens and Theresa Swift-Scanlan

Wilder GVPA – Dean’s Office

New Courses

- [CRJS 617: Law and Criminal Justice Policy](#)
- [CRJS 690: Criminal Justice Policy Analysis](#)
 - Effective term needs to be edited to Fall 2018

Minor Items for Approval by the Chair and Dean – **ALL APPROVED**

***all items need to have effective term changed to bulletin year 18-19**

College of Humanities and Sciences

Department of Mathematics/Department of Statistical Sciences and Operations Research

Course Revision

- [SYSM 780: Stochastic Methods in Mathematical Biology](#)
 - Change of prerequisite

School of Education

Course Deletion

- [EDUS 797: Directed Research](#)

School of Engineering

Course Revision

- [EGRE 553: Industrial Automation](#)
 - Course title change

Wilder School

Course Revision

- [URSP 502: Global Economic Change and Development](#)
 - Course name and description change
 - Prerequisite changed to “Permission of Instructor”

IV. Old Business

None.

V. New Business

None.

VI. Chair's Report

- Last week, the University Council approved the two new PhD programs, Chemical and Life Sciences Engineering and Pharmaceutical Engineering, previously approved by UGC.
- This semester, there will be 93 PhDs and 23 EdDs planning to graduate. So far, 45 PhDs and 21 EdDs have RSVP'd to attend the University Commencement Ceremony on Saturday, May 13 for the hooding ceremony.

The meeting was adjourned at 3:15pm.