Committee on Policies and Procedures Report

April 10, 2012 Graduate Council Meeting
For Action at May 8, 2012 Graduate Council Meeting

Committee members: Rosemary Farmer, Chair; Sheryl Finucane; Karla Mossi; Ann Nichols-Casebolt; Sharon Zumbrunn; Sharad Shandilya, GSA Representative; Sherry Sandkam. Also attending: K Stone, Coordinator, ETD Process

1. Recommendations
   a. Attendance
   b. Policies and procedures on graduate assistantships and fellowships
   c. Appeal Process for students terminated from a VCU graduate program
   d. Satisfactory/Unsatisfactory/Fail Grading Policy
   e. Degree Candidacy Form
   f. Withdrawal from a graduate program
   g. Thesis/Dissertation and ETD Processing
   h. Calculation of the 20% C or below statistic
   i. Medical Withdrawal
   j. Effective Bulletin
   k. Annual reaffirmation of Graduate School Process for exceptional actions to meet SACS accreditation requirements: Recommendation to Reaffirm

2. Ongoing
   a. Responsible Conduct of Research
   b. Grievance Policy

3. Discussed but no action recommendations: The committee reviewed the following items, but felt that existing Graduate School and/or University policies are adequate to address the concerns that precipitated the review.
   a. Student conduct in classroom
   b. Auditing graduate classes
   c. Faculty responsibilities
   d. Time limit for completion of requirements and eligibility of courses
   e. Review of faculty feedback to last year’s policy changes
1a. Attendance

Recommendation: add language to the Graduate Bulletin section on Attendance and Enrollment policies to incorporate language from the Undergraduate Bulletin which addresses University policies on Religious Observances and Mandated Short-Term Military Training.

Graduate Bulletin Attendance and Enrollment Policies (p. 265 in archived copy)
http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30064

Attendance and enrollment policies

Class attendance
Instructors are responsible for clearly informing students in writing of the attendance requirement for each course and the consequences of poor attendance. Students must abide by the requirements as announced in each separate class even though the requirements may vary widely among courses.

The instructional programs at VCU are based upon a series of class meetings involving lectures, discussions, field experiences, special readings and reporting assignments. Therefore, it is important for each student to be in attendance on a regular basis. A student who misses a class session is responsible for completing all material covered or assignments made during the absence.

Students having attendance problems should contact the instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course. If the student has fallen so far behind that the successful completion of the course is impossible, the student should withdraw from the course before the last day to withdraw from a course as published in the academic calendar.

Religious observances
It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students wishing to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes. On these dates, instructors are encouraged to avoid scheduling one-time-only activities that cannot be replicated. Through such strategies as providing alternative assignments or examinations, granting permission for audio or video recordings or the use of the Internet, faculty members are expected to make reasonable academic accommodations for students who are absent because of religious observance.

Mandated short-term military training
Students called to report for mandated military training must provide advance written notification to each instructor several weeks in advance of training. Faculty members are expected to make reasonable academic accommodations for students who are absent because of mandated short-term military training (short-term is defined as several days not to exceed one week).

Enrollment
Any person engaged in graduate study at VCU must enroll each semester in which he/she is engaged in any form of study at VCU that involves use of university facilities, laboratories/studios and/or libraries, or who is supervised by or consults with a faculty member concerning graduate work on a project, work of art, thesis or dissertation. . . .
1b. Policies and procedures on graduate assistantships and fellowships

**Recommendation:** include unprofessional behavior as a reason for termination of assistantship or fellowship support, clarify the need for documentation to support the termination, and add a time period by which a student must initiate an appeal with the Graduate Dean.

Graduate School web site: [http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30049](http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30049)

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**Termination of appointments**

Graduate assistantships and fellowships normally end when the period of appointment is concluded and the term of the assistantship or fellowship agreement is fulfilled. An appointment may also end when the grant or contract supporting the student expires, even if that occurs before the end of the student’s current appointment. Otherwise, a graduate fellowship or assistantship may be terminated for the following reasons:

1. Resignation for cause by the student. Such resignation is to be in writing for approval by the department chair or program director, with a copy to the dean of the Graduate School.
2. Failure of the graduate fellow or assistant to perform assigned duties adequately or to behave professionally. Termination of assistantship or fellowship appointments requires written documentation to support the action. Documentation should clearly show that the infraction, any needed remedy, and consequences were conveyed to the graduate student in writing in a timely manner. Such termination is to be recommended by the department chair or program director, with a copy to the dean of the Graduate School.
3. Failure of the graduate fellow or assistant to remain in good academic standing or to adhere to enrollment policies in accordance with this policy statement.

Any stipend funds remaining after termination of a graduate fellowship or assistantship revert to the funding department or program and may be reallocated to another graduate student. If students withdraw from classes or programs or reduce enrollment below full time, tuition and fees and stipends may be rescinded and students will be responsible for returning all funds to the university. Exceptions are made on a case-by-case basis by the dean of the Graduate School on the recommendation of the student’s graduate program director.

A graduate student who believes that his or her graduate fellowship or assistantship has been terminated unjustly, and who has exhausted all departmental and school appeal procedures, may appeal the decision in writing to the dean of the Graduate School. A student who wishes to appeal a termination of a graduate fellowship or assistantship must notify the Graduate Dean in writing within 10 business days after the decision to terminate has been upheld by departmental and school appeal procedures.
1c. Appeal Process for students terminated from a VCU graduate program

Recommendation: Change response for deadlines to 10 business days.

Graduate Bulletin (page 264 in archived copy) [http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30618](http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30618)

Appeal process, students terminated from a VCU graduate program

A. Termination process
   1. Termination is initiated at the program/department level by advisers/graduate program directors/department chairs via a special action form indicating the reason with relevant documentation attached. Reasons for termination may include but are not limited to:
      - Academic (D or F in class, too many grades of C, as determined by the student’s academic program in conjunction with Graduate Council policy, GPA below 3.0, failure of comprehensive exams, lack of progress on/unsuccessful defense of thesis/dissertation),
      - Discontinuous enrollment
      - Exceeding time limit
      - Honor policy violation
      - Academic misconduct
      - Professional misconduct
   2. Request for termination is forwarded to the school dean/dean’s designee, who reviews the action, signs the form and forwards it to the graduate dean within 10 business days.
   3. The graduate dean/dean’s designee reviews the action, signs the form, notifies the Office of Records and Registration and sends a termination letter through certified mail to the student. This letter must include a statement of the student’s right to appeal and inform the student that appeals must be initiated at the program/department and/or school level within 10 business days after receipt of the letter.

B. Appeals process

Preamble

Virginia Commonwealth University, through its Graduate School, defines minimum standards for admission and sets general rules governing eligibility for continuation. However, the individual graduate programs, through their respective graduate faculty and graduate program procedures, exercise principal responsibility for evaluating graduate student work. It is assumed that most disputes over evidence of unsatisfactory progress will be reconciled through discussions between faculty and students at the school/department/program level.

It is important that each graduate student be fully informed, not only of the VCU Graduate School Policies and Procedures, but also of any additional departmental program requirements beyond those established by the Graduate School. A copy of each departmental graduate policy statement should be readily available to all graduate
students. The department should inform graduate students of degree requirements and associated school/program/department procedures at the time of matriculation.

A student may appeal termination from a graduate program under the following procedures.

1. The student has the burden of proof in all appeals.
2. The student must initiate the appeal process at the program level within \(44-10\) business days after receipt of the graduate dean’s certified termination letter and according to the program/department and/or schools/colleges appeal processes. All program/department and/or school/college appeal processes should be exhausted prior to initiating an appeal to the graduate dean.
3. If all program/department and/or school/college appeal processes fail to resolve the issue, the student must provide the graduate dean with written notification of appeal, to include justification and all supporting documentation (correspondence and other paperwork leading up to the termination), within \(44-10\) business days of the school/college decision. All documentation must be provided at the time of written notification of appeal.
4. The graduate dean provides the graduate program director and school/college dean with copies of the student’s appeal and asks the graduate program director/dean/department chair to provide the Graduate School with their response, including copies of correspondence and any other supporting documentation that led to the termination. The graduate program director and school dean must respond to the graduate dean’s request for information within \(44-10\) business days.
5. The graduate dean will review the materials and may refer the matter to the Admissions and Academic Standards Committee of the University Graduate Council. The committee is composed of faculty members from various divisions of the university plus one ex-officio voting member from the Graduate School. AAS members who have direct knowledge of the student’s case will be recused. A minimum of four members must be present to constitute a quorum. The committee will convene to review the documentation and consider the positions of the parties. At its meeting, the committee will hear presentations from and ask questions of the student and representatives of the school/department/program. The student and the school/department/program representative may each bring up to two persons who may provide support and advice but who may not speak for the parties.
6. After considering the materials submitted and the presentations by the parties, the committee will convene in closed session and decide, by majority vote, whether to recommend that the graduate dean uphold or reverse the termination. In the event of a less than unanimous decision, both opinions will be communicated to the graduate dean. The graduate dean renders the final decision and notifies the student in writing within \(44-10\) business days by certified mail to the student’s official address on file with the university.
7. The student may be allowed to register for courses during the pendency of the appeal, understanding that he/she will be dropped retroactively if the termination is upheld.
1d. Satisfactory/Unsatisfactory/Fail Grading Policy

Recommendation: add language regarding the number of U’s a student may receive for Thesis/Dissertation work

http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30077
(p. 267, 270 in archived copy of the Graduate Bulletin)

Grades of satisfactory (F), unsatisfactory (U) or fail (F) in thesis/dissertation courses

All thesis and dissertation credits are to be graded each semester as satisfactory (S), unsatisfactory (U) or fail (F). There is no limit to the number of these credits a student may take while pursuing completion of the degree. Receipt of the grade of U is formal notification to the student of unsatisfactory progress. A student who receives a final grade of F in the thesis or dissertation will be terminated from the graduate program. A grade of S or U is not included in the calculation of the GPA. A grade of (I) incomplete may not be assigned for a course approved for satisfactory, unsatisfactory or fail (S/U/F) grading. A grade of U is a permanent grade. Future satisfactory performance is reflected in the assignment of the grade of S in subsequent semesters. A student who receives 3 U’s in a thesis/dissertation course will be terminated from the program.
1e. Degree Candidacy Form

Recommendation: add language in Graduate Bulletin and on Degree Candidacy form to indicate when the form must be submitted and to clarify the calculation of the 20% C or below statistic.

Graduate Bulletin Policy:
http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30652
(p. 266 in archived copy of Graduate Bulletin)

Degree candidacy

A graduate student admitted to a program or track requiring a final research project, work of art, thesis or dissertation, must qualify for continuing master’s or doctoral status according to the degree candidacy requirements of the student’s graduate program. Admission to degree candidacy, if applicable, is a formal statement by the graduate student’s faculty regarding the student’s academic achievements and the student’s readiness to proceed to the final research phase of the degree program.

Degree candidacy requirements vary from program to program and may include but are not limited to such milestones as successful completion of all or a portion of all required didactic course work, the passing of written and/or oral comprehensive examinations, the identification of the thesis/dissertation adviser and/or committee, and/or the successful defense of the thesis/dissertation prospectus.

Upon satisfactory completion of degree candidacy requirements, the graduate student must submit a Graduate School Notice of Admission to Master’s or Doctoral Degree Candidacy to his/her program director. The student’s signature acknowledges that he/she has read and understands the policies regarding research involving human or animal subjects (Information on human and animal subjects can be found online at www.orsp.vcu.edu/IRB-Home.htm and www.orsp.vcu.edu/IACUC-Home.htm,) as well as continuous enrollment requirements. Both the program director and the school’s dean or dean’s designee must sign the form to confirm the student’s eligibility for admission to degree candidacy and forward it to the graduate dean for final approval and recording of admission to degree candidacy. The graduate dean will formally notify the student of admission to degree candidacy.

The Degree Candidacy form must be submitted BEFORE the student formally begins the final thesis/dissertation/final research project BUT NO LATER THAN the semester preceding the semester in which the student graduates. Failure to submit the Degree Candidacy form in a timely manner may delay graduation.

A graduate student approved for degree candidacy must register for at least one graduate credit hour at VCU each fall and spring semester until the degree is awarded. Students must be enrolled during their graduation semesters. Graduate students with approved leaves of absence are exempted from continuous enrollment requirements for the LOA period. Students should note
that while a leave of absence temporarily suspends the continuous enrollment requirement, it does not extend the time limit for completion of the degree.

Link to Graduate School web site and form:
http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30652

The program director, major advisor and/or advisory committee (if applicable) have approved this student for admission to candidacy effective (sem/yr) ____________________ and confirm the following (check all that apply). Degree candidacy will be approved for a current semester only, based on the date the form is received in the Graduate School. The Degree Candidacy form must be submitted BEFORE the student formally begins the final thesis/dissertation/final research project BUT NO LATER THAN the semester preceding the semester in which the student graduates.

- All provisional or probationary conditions of admission have been met.
- A 3.0 GPA has been maintained on all graduate coursework attempted after acceptance into program (for repeated courses, both original and repeat grade must be included in calculation of graduate GPA).
- No more than 6 semester hours or 20 percent of total semester hours attempted (whichever greater) at “C” or below level (C, D, F). (number of hours recorded for courses from which student withdraws are not included in calculation of 20%).
- At least one half of required course work designated exclusively for graduate students (600 or higher at VCU). Identify all 500-level courses that restrict undergraduate enrollment.
- Written and oral comprehensive and/or qualifying examinations (if required) have been passed.
- The thesis or dissertation prospectus (if required for candidacy) or final research project has been approved.
- The student is in compliance with the time to degree limit (6 years certificates and masters, 8 years doctoral).
- Other/Comments: ________________________________________________________________
1f. Withdrawal from a graduate program

Recommendation: add language to clarify current practice that differentiates between withdrawal from a program and academic termination.

Copy will be added to Graduate Bulletin before the section on termination
http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30618

Graduate students in good academic standing, according to the academic rules and regulations articulated in the Graduate Bulletin and by individual graduate programs, may request to withdraw from a graduate program at any time. Students should notify their graduate program directors as soon as possible of the intent to withdraw from the program. The graduate program director will then notify the Graduate School via the Special Action Form procedure. The effective term of withdrawal is recorded as the end of the last term of active registration.

Withdrawal from a program does not constitute a withdrawal from course work. Students who wish to also withdraw from classes should do so according to the procedures in the Withdrawal from classes section (http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=31071, p. 265 of archived Graduate Bulletin).

Students who are not in good academic standing should be reviewed for possible termination from their academic programs as prescribed in the Graduate Bulletin (see Appeal process, students terminated from a VCU graduate program. (http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30618 p. 264 in archived copy of Graduate Bulletin)
1g. Thesis/Dissertation and ETD Processing

**Recommendation:** add language to the policy statement clarifying that a disapproving committee member must also sign the approval form as a dissenting member (Graduate Bulletin: [http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30077](http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30077))

At the time of defense, a thesis or dissertation must be approved by members of a student’s advisory committee with no more than one negative vote. A committee member’s approval is given by signing the **approval form for thesis and dissertation and final oral defense.** A disapproving committee member must also sign the approval form as a dissenting member and must provide a written dissenting opinion to be sent to the Graduate School.

**Recommendation:** Add language to the ETD Approval form to require a justification for all embargo options (Graduate School website: [http://www.graduate.vcu.edu/pdfs/090730-01approval_form.pdf](http://www.graduate.vcu.edu/pdfs/090730-01approval_form.pdf))

**Check one of the following options:**

- Release the thesis/dissertation to the Web as soon as it is approved by the Graduate School.
- Release the thesis/dissertation to the Web after a period of five years *(attach justification, limit one page)*
- Release the thesis/dissertation to the Web after a period of 10 years *(attach justification, limit one page)*

- Never release the thesis/dissertation to the Web *(attach justification; limit one page)*.

Note: The citation and abstract will appear in the VCU Digital Archive for the duration of any restrictions placed on the work.

**Recommendation:** Review the Thesis and Dissertation Manual and the ETD Approval Form for any areas where language can be clarified or bold faced to stress to students that they should be sure that they are uploading the final, approved copy of the thesis/dissertation. *(T/D Manual, Graduate School website: [http://www.graduate.vcu.edu/community/thesis.html](http://www.graduate.vcu.edu/community/thesis.html))

**Note:** Additional issues were discussed regarding the timing of the submission of the approval form for signatures and the uploading of the thesis/dissertation by the student to the digital archives before the Graduate School accepts the document into the digital archives. Adjusting the timing of this process, however, will not address the issue of confirming that the document the student has uploaded is the document that was approved by the committee. With the constraints of the current digital archiving system used by the VCU Libraries, there is no platform that allows multiple levels of review or approval for the uploaded document.
1h. Calculation of the 20% C or below statistic

**Recommendation:** add language to clarify the existing practice of NOT including the number of hours recorded for courses from which a student withdraws in the calculation of the 20% C or below statistic. The same language will be updated on the graduation checklist, graduation application, and on the Degree candidacy form.

Graduate Bulletin: [http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30071](http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30071) (p. 271 in archived copy)

**Grade of withdrawal (W)**

The grade of W indicates that the student has officially withdrawn from a course or has been administratively withdrawn for nonattendance. **No student who has officially withdrawn from a course or who has been administratively withdrawn for nonattendance may attend subsequent meetings of the course.** Students may reregister for courses from which they have withdrawn through the normal registration process. A grade of W is not included in the calculation of the GPA. The number of hours recorded for courses from which a student withdraws is not included in the calculation of the 20% C or below statistic. Withdrawals are, however, included in the Satisfactory Academic Progress evaluation conducted by the Financial Aid Office.
1i. Medical Withdrawal

**Recommendation:** add the following language, approved by the Undergraduate Academic Regulations Committee, to the Graduate Bulletin to reflect the University policy regarding medical withdrawals. Note: Language in the final paragraph was changed to reflect the processing of requests for exceptional action for graduate students.

**Medical Withdrawal**

A student may experience a medical condition that makes him or her unable to complete their studies once a semester is in progress. If this occurs before the add/drop period is over then the student should drop the class, and if it occurs after add/drop ends but before the last day to withdraw, then the student should withdraw from the class. This should be done using eServices or, if necessary, the Dean’s office can assist with a drop or a withdrawal.

After the last day to withdraw but prior to the last day of classes per the academic calendar, the student may petition the Dean (or Dean’s designee) for a medical withdrawal from all courses. The student must present documentation of his or her medical condition that establishes a significant degree of impairment in continuing his or her studies. This documentation must include a letter, written on letterhead, from a licensed healthcare provider that establishes the dates of treatment, the diagnosis, and the degree of impairment that the condition has created. This letter should also provide the date when the student became unable to attend classes, or when the impairment was considered significant enough to affect academic performance. The Dean (or Dean’s designee) may at his or her discretion determine whether a medical withdrawal from all courses is appropriate. A medical withdrawal may only be granted for all courses taken that semester.

A medical withdrawal form should be completed by the student (or guardian, if necessary) and the Dean (or Dean’s designee) and submitted by the Dean’s Office to Records and Registration.

The student’s transcript will reflect a grade of “W” for all courses taken that semester. No special designation for medical withdrawals is made on the transcript, and tuition and fees are levied in the same manner as other withdrawals (link to tuition reimbursement?). Medical withdrawals may impact future financial aid (link to Financial Aid/Satisfactory Academic Progress).

Requests for any retroactive withdrawal or exceptional actions (such as withdrawal from selected courses only) should be processed via the Special Action Form process (see Exceptions).
1. Effective Bulletin

**Recommendation**: change Graduate Bulletin effective bulletin statements to coordinate with Undergraduate Bulletin effective bulletin statements in anticipation of implementation of Degree Audit process. This language is repeated on multiple Bulletin screens and will be updated on all sites. **Note**: Courses will continue to be updated throughout the year as new course proposals and course changes are approved by the Graduate Council. New program and changes to curricula, however, will be effective in the fall semester of each academic year.

**Bulletins web site**: [http://www.pubapps.vcu.edu/bulletins/](http://www.pubapps.vcu.edu/bulletins/)

**Which version of the Bulletin should you use?**

**Undergraduate and professional students**

Undergraduate and professional Students should use the archived (PDF) version of the Bulletin that reflects the year of their official enrollment in the university. Read more and download your Bulletin.

Please note that, for enrolled undergraduate and professional students, the HTML version serves as a draft for the upcoming academic year. It is a dynamic document that informs faculty, staff and current and prospective students of recent revisions to academic programs and policies.

**Graduate students**

Graduate students, program directors and graduate faculty should refer to the HTML (online) version of the Bulletin, which documents the official admission and academic rules and regulations that govern graduate education for all graduate programs at the university. The online Bulletin is updated regularly to reflect changes that occur throughout the academic year.

Copies of current and past bulletins (catalogs), which reflect all policies and procedures in effect at the beginning of the stated academic year, can be found in the Bulletins archive.

The university reserves the right to make changes in course of study, fees, rules and regulations governing the conduct of the work in all schools and programs, faculty and staff, and classification of students whenever university authorities deem it expedient or wise to do so.
2. Ongoing

a. Responsible Conduct of Research

Status: The Committee on Policies and Procedures recommends conceptually that RCR training should be required of graduate students. The committee will develop a formal recommendation that will identify and address the following types of issues before submitting a final recommendation.

- Define the specific graduate population
- Identify the courses or experiences that will satisfy the requirement
- Identify any existing courses in individual programs that may satisfy the requirement
- Develop the actual process of notifying the Graduate School that the requirement has been met so that a code can be created/entered into the student’s Banner record that will be “readable” for Degree Audit purposes
- Investigate resource issues, i.e., who will staff/teach/offer the training?
- Will consider if the training is a requirement for Degree Candidacy?? For graduation??
- Will address requirements for RCR training for graduate faculty serving and/or chairing thesis/dissertation committees, directing research projects, etc.

b. Grievance Policy

Status: The Committee has reviewed numerous policies that are characterized as Grievance Policies by other institutions. In most cases, however, the policies are actually academic policies already addressed by the Graduate Council or other policies addressed at the institution level (i.e., discrimination, sexual harassment, honor code violations, etc.).

- The Committee will continue to research such policies and would also like some specific feedback as to what types of issues might be addressed by a Graduate School grievance policy that does not already exist.
- The Committee also will approach the VCU Ombudsman to see if he is willing to be available to graduate students as well as faculty, staff, and postdoctoral students.
- The Committee will work to develop a policy and procedures document
3. Discussed but no action recommendations

The committee reviewed the following items, but felt that existing Graduate School and/or University policies are adequate to address the concerns that precipitated the review.

a. Faculty control/authority over student conduct in classroom (see Faculty Guide to Student Conduct in Instructional Settings http://www.provost.vcu.edu/pdfs/FacultyGuideToStudentConductInInstructionalSettings.pdf)

b. Auditing graduate classes – policy is sufficiently clear that students who are taking a class must be either registered for credit or for audit before the end of the add/drop period (http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&id=31069 (pages 265, 270 in archived copy of Graduate Bulletin)

c. Faculty responsibilities – see

• Faculty Handbook: http://www.provost.vcu.edu/faculty/handbook.html
• Academic Rights and Responsibilities http://www.provost.vcu.edu/pdfs/AcadRights_Res.pdf
• Faculty Rewards and Roles Policy http://www.provost.vcu.edu/policies/facroles.html
• Graduate Bulletin statement regarding academic advising responsibilities of advisors and graduate program directors http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=10045&iid=30062 (p. 263 in archived copy of Graduate Bulletin)

d. Time limit for completion of requirements and eligibility of courses – The committee feels that current policy, which refers graduate students and program directors to the policy on Exceptions, is sufficient for addressing requests for extension of time limits (http://www.pubapps.vcu.edu/Bulletins/graduate/?uid=100457&iid=30653 p.269 in archived Graduate Bulletin)

e. Review of faculty (1) feedback to last year’s policy changes

• A number of issues were related to VCU’s centralized/decentralized model of administration of graduate education, i.e., the Graduate Council establishes base line and minimum standards with programs having the option to be more strict and to establish program-specific requirements/procedures (the appointment of a student’s committee, the administration of comprehensive examinations, time table for submission of theses/dissertations, removal of a faculty member from a student’s committee, etc.). The Committee feels that, given the number and variety of graduate programs, this model works well and does not recommend any changes.

• An issue related to the awarding of F for an Honor Code violation – The Honors Policy is a University policy. Suggestions for any change would have to be addressed by the appropriate body.

• A final issue related to the appointment of Emeriti Faculty as affiliate Graduate Faculty – The criteria and procedure for the appointment of graduate and affiliate
graduate faculty is prescribed by the Graduate School Bylaws. – This feedback will be considered in the next review of the Bylaws.