University Graduate Council Minutes

May 14, 2013
Cabell Library, room 448

Members present:
Douglas Boudinot, chair  Karla Mossi
Melanie Buffington  Sherry Sandkam
Rosemary Farmer  Mark Schaefermeyer
Sheryl Finucane  Oliver Speck
David Holdford  Angela Starkweather
Vojo Kecman  Leslie Stratton
Donna McClish  Sharon Zumbrunn
Jason Merrick

Guests:  Drs. Jan Chlebowski, Henry Clark, Stephen Custer, Christina Lindholm, Mary Loos,
Jana McQuaid, E.G.  Miller and Isaac Wood

I. Committee Reports
A. Committee on Admissions and Academic Standards
   Dr. Mark Schaefermeyer reported that the Committee has heard one appeal of termination case.

B. Committee on Internal Review
   No report.

C. Committee on Policies and Procedures
   Dr. Rosemary Farmer reported that the Committee has several action items on the agenda.

D. Committee on Programs and Courses
   Program Changes
   School of the Arts
   Per e-mail with Noreen Barnes, all new courses are electives only in the program.
   Revised bulletin copy to remove information about a track that was deleted in 2004
   THEA 501 Stage Voice and Speech
   Change title to: Basic Voice and Speech Pedagogy
   Description change
   THEA 502 Stage Voice and Speech
   Change title to: Basic Voice and Speech Pedagogy with Application to Dialect Study
   Description change
   THEA 513-514 Acting Styles
   Change title to: Graduate Acting
   Description change
   Deletion of the prerequisite
   THEA 518 The Pedagogy of Movement – new course
   THEA 601 Advanced Voice and Speech Pedagogy: Shakespeare – new course
   THEA 602 Advanced Topics in Voice and Speech Pedagogy – new course
   THEA 607 Problems in Scenic Techniques - Description change
   THEA 608 Problems in Scenic Techniques – new course
THEA 614 Pedagogy of Acting – new course
THEA 617 Special Topics in Physical Acting – new course
THEA 618 Special Topics in Choreography and Directing – new course
THEA 651 Advanced Design Studio
  Change title to: Individual Study in Graduate Design
  Add to prerequisite: Permission of instructor
THEA 661-662 Problems in Stage Directing
  Change title to: Graduate Directing
  Description change
  Deletion of the prerequisite
THEA 696 Dramaturgy – new course
THEA 791 Seminar in Special Issues in Theatre
  Description change
Multiple changes
School of Education
M.Ed. in Reading, Teachers of English to Speakers of Other Languages (TESOL) concentration – new concentration
TEDU/LING 650 Second Language Acquisition – new course

New courses
Office of the Vice President of Research
CCTR 702 Statistics for Genetic Studies I
CCTR 703 Statistics for Genetic Studies II
School of Engineering
EGMN 503 Mechanical and Nuclear Engineering Continuum Mechanics
EGMN 504 Mechanical and Nuclear Engineering Analysis
EGMN 603 Mechanical and Nuclear Engineering Dynamic Systems
EGMN 604 Mechanical and Nuclear Engineering Materials
School of Nursing
NURS 507 Health Promotion and Disease Prevention Across the Lifespan
NURS 654 Advanced Practice Psychiatric Mental Health Nursing in Special Populations: Case Studies

Grading change
School of Medicine
PHIS 619 Mitochondrial Pathophysiology and Human Diseases – change from S/U/F to A/B/C/D/F grading scale

Description change
School of the Arts
ARTS 591 Special Topics
School of Medicine
IDAS 600 Biological Basis of Addiction
IDAS 601 Treatment of Addiction: Psychosocial Interventions
IDAS 602 Public Health Issues and Approaches to Addiction
IDAS 603 Addiction Policy
IDAS 605 Treatment of Addiction: Critical Issues
IDAS 604 Treatment of Addiction: Pharmacotherapies

Prerequisite change
School of Education
SEDP 634 Assessment, Curriculum and Teaching Methods for Autism Spectrum Disorders
  Change prerequisite from SEDP 532 to TEDU or SEDP 532
SEDP 635 Supporting Behavior and Social Skills for Autism Spectrum Disorders
  Change prerequisite from SEDP 532 to TEDU or SEDP 532
SEDP 638 Instructional Design and Field Experience in Autism Spectrum Disorders
Change prerequisite from SEDP 532, 634 and 635 to TEDU or SEDP 532, 634 and 635

Course content change

School of Social Work
SLWK 601 Human Behavior in the Social Environment I
SLWK 603 Social Work and Social Justice
SLWK 604 Social Work Practice with Individuals, Families and Groups I
SLWK 605 Social Work Practice with Individuals, Families and Groups II
SLWK 610 Human Behavior in the Social Environment II
SLWK 703 Mental, Emotional and Behavioral Disorders
SLWK 705 Clinical Social Work Practice II
SLWK 712 Social Work Planning and Administrative Practice I

Multiple changes

School of the Arts
Master of Art Education – revised bulletin copy
ARTE 665 – change to a required course
ARTE 670 – change to a required course

School of Allied Health Professions
M.S. in Occupational Therapy – updated bulletin copy to reflect the below changes
OCCT 620 Occupational Therapy Practice Activities I: Activity Analysis and Occupational Design
   Change title to: Occupational Therapy Practice Activities I: Activity Analysis
   Course description change
OCCT 621 Occupational Therapy Practice Activities II: Productive Dimensions of Occupational Therapy
   Change title to: Occupational Therapy Practice Activities II: Assistive Technology
   Course description change
OCCT 623 Occupational Therapy Practice Activities III: Pleasurable and Restorative Dimensions of Occupations
   Change title to: Occupational Therapy Practice Activities III: Activity and Occupational Synthesis
   Course description change
OCCT 636 Psychosocial Evaluation and Intervention: Experiences with Adolescents and Adults
   Change title to: Fieldwork I in Psychosocial Occupational Therapy
   Course description change
OCCT 680 Level II Fieldwork in Occupational Therapy: A
   Change grading scale to P/F and allow for a PR grade.
   Change to 480 clinical hours with a maximum of 9 credits per semester
OCCT 681 Fieldwork II in Occupational Therapy: B
   Change grading scale to P/F and allow for a PR grade.
   Change to 480 clinical hours with a maximum of 9 credits per semester

PHTY 502 Kinesiology – update laboratory hours from 1 to 2
PHTY 503 Applied Exercise Physiology
   Change title to: Applied Exercise Physiology for Wellness and Health Promotion
   Course description change
PHTY 505 Applied Microscopic Anatomy for Physical Therapy – update lecture hours from 3 to 4
PHTY 512 Professional Aspects of Physical Therapy – course description change
PHTY 520 Clinical Education I – change credit hours from 4 to 3 (1 lecture and 80 clinic hours)
PHTY 609 Clinical Biomechanics – update laboratory hours from 1 to 2
PHTY 621 Therapeutic Agents – change from 5 credit hours to 4 credits (3 lecture and 2 lab hours)
PHTY 626 Lifespan I – course description change
PHTY 646 Clinical Medicine – course description change
School of Business
ECON 607 Advanced Macroeconomic Theory
  Change prerequisite to: Co-requisite or prerequisite: ECON 614
INFO 700 Principles of Scientific Inquiry in Business
  Change title to: Survey of Information Systems Research
  Course description change
  Change course content

School of Nursing
NURS 503 Advanced Nursing Practice: Psychosocial
  Change title to: Advanced Nursing Practice and the Health Care Environment
  Change prerequisite to: NURS 501
  Course description change
  Change course content
NURS 508 Advanced Nursing Practice: Systems
  Change title to: Policy, Processes and Systems for Advanced Nursing Practice
  Course description change
  Change course content
NURS 512 Advanced Nursing Science
  Change title to: Evidence-based Advanced Nursing Practice
  Course description change
  Change course content
NURS 623 Advanced Practice Psychiatric Mental Health Nursing Practicum: Therapeutic Approaches
  Change title to: Advanced Practice Psychiatric Mental Health Nursing Practicum II
  Change prerequisite to: NURS 622
  Change credit hours to: 135-225 clinical hours
  Course description change
  Change course content
NURS 624 Advanced Practice Psychiatric Mental Health Nursing Practicum II
  Change title to: Advanced Practice Psychiatric Mental Health Nursing Practicum III
  Change credit hours to: delete “May be repeated.”
  Course description change
  Change course content

Non-Curricular Item Approved by Associate Dean
School of Education
M.Ed. Special Education – change admission deadline dates to just March 15

III. Action Items
  Suspension of admissions
  School of the Arts
  M.I.S. in Interdisciplinary Arts/Off-campus program - APPROVED
  M.I.S. Program, Individual Program of Study concentration - APPROVED
  School of Nursing
  Post-master’s Certificate in Nursing, Women’s Health Nurse Practitioner concentration - APPROVED
  M.S. in Nursing, Women’s Health Nurse Practitioner concentration - APPROVED
  Post-master’s Certificate in Nursing, Adult-Gerontology Clinical Nurse Specialist concentration - APPROVED
  M.S. in Nursing, Adult-Gerontology Clinical Nurse Specialist concentration - APPROVED
  Post-master’s Certificate in Nursing, Adult-Gerontology Primary Care Nurse Practitioner concentration - APPROVED
  M.S. in Nursing, Adult-Gerontology Primary Care Nurse Practitioner concentration - APPROVED
  Post-master’s Certificate in Nursing, Pediatric Nurse Practitioner concentration - APPROVED
  M.S. in Nursing, Pediatric Nurse Practitioner concentration - APPROVED
Credit hour increase
School of Education
Ph.D. in Education, Educational Psychology concentration – addition of three credit hours - APPROVED

New certificate
School of Education
Post-baccalaureate graduate certificate in Online Teaching for K-12 Educators - APPROVED

School of Medicine
Post-baccalaureate Certificate in Addiction Studies – APPROVED pending revision and information included about students applying to the advanced and masters programs.
   Intermediate International Addiction Studies concentration – 12 credits
   Advanced International Addiction Studies concentration – 24 credits

Concentration name change
School of Business
M.S. in Business, Decision Sciences and Business Analytics concentration - APPROVED
   Change concentration to: Decision Analytics

New concentration and courses
School of Business
Library report is for both the concentration and all new courses
M.S. Business, Decision Analytics Professional Concentration - APPROVED
DAPT 611 Information System for Analytics I – new course - APPROVED
DAPT 612 Information System for Analytics II – new course - APPROVED
DAPT 613 Information System for Analytics III – new course - APPROVED
DAPT 621 Descriptive Analytics I – new course - APPROVED
DAPT 622 Descriptive Analytics II – new course - APPROVED
DAPT 631 Predictive Analytics I – new course - APPROVED
DAPT 632 Predictive Analytics II – new course - APPROVED
DAPT 633 Predictive Analytics III – new course - APPROVED
DAPT 641 Prescriptive Analytics I – new course - APPROVED
DAPT 642 Prescriptive Analytics II – new course - APPROVED
DAPT 643 Prescriptive Analytics III – new course - APPROVED
DAPT 651 Applied Professional Communication I – new course - APPROVED
DAPT 652 Applied Professional Communication II – new course - APPROVED
DAPT 653 Applied Professional Communication III – new course - APPROVED
DAPT 654 Applied Professional Communication IV – new course - APPROVED
DAPT 661 Issues in Analytics I – new course - APPROVED
DAPT 670 Analytics Problem Formation – new course - APPROVED
DAPT 681 Analytics Practicum I – new course - APPROVED
DAPT 682 Analytics Practicum II – new course - APPROVED

Program revision
School of Medicine
MD curriculum revisions - APPROVED

School of Nursing
Post-master’s Certificate in Nursing - APPROVED
M.S. in Nursing - APPROVED
Post-master’s Certificate in Nursing, Psychiatric Mental Health Nurse Practitioner concentration - APPROVED
M.S. in Nursing, Psychiatric Mental Health Nurse Practitioner concentration - APPROVED
Post-master’s Certificate in Nursing, Adult-Gerontology concentration - APPROVED
M.S. in Nursing, Adult-Gerontology concentration - APPROVED
Post-master’s Certificate in Nursing, Family Nurse Practitioner concentration - APPROVED
M.S. in Nursing, Family Nurse Practitioner concentration - APPROVED
Post-master’s Certificate in Nursing, Nursing Administration and Leadership concentration - APPROVED
M.S. in Nursing, Nursing Administration and Leadership concentration - APPROVED

The Committee on Policies and Procedures has posted to Blackboard some changes to policies that were reviewed at the April UGC meeting. These changes are to be voted on.

1. Graduate Student Complaint Policy – Sheryl Finucane - APPROVED
The committee has researched VCU academic and administrative policies, as well as those of peer institutions and other Virginia colleges and universities, specific complaint or grievance policies of SCHEV and various professional accrediting organizations, and institutional complaint and appeal policies of SACS. Committee members feel that there are more than sufficient policies in place to accommodate any type of dispute that a graduate or professional student might have.

For purposes of clarification, the committee recommends the changes to the existing policy language. [p. 262, archived 2012-13 Graduate Bulletin]

University rules and procedures
VCU seeks to foster insight, imagination, creativity, resourcefulness, diligence, honesty and responsibility as well as the education of the men and women enrolled in its graduate programs. Such an enterprise can take place only where the highest standards of academic integrity exist.

Each member of the VCU community has certain responsibilities, rights and privileges. These are stated in some detail in the VCU Rules and Procedures [PDF], and all students are responsible for being familiar with provisions of this document. The rules and procedures are printed in the VCU Insider http://www.students.vcu.edu/insider.html and also are available at the Office of Judicial Affairs Student Conduct and Academic Integrity. http://www.students.vcu.edu/studentconduct/. This document also provides for the process whereby disciplinary action, including separation from VCU, may be taken against a member of the university community as a result of behavior that is in violation of the prohibited conduct as stated in the VCU Rules and Procedures.

- The VCU Rules and Procedures are printed in the VCU Insider http://www.students.vcu.edu/insider.html and also are available at the Office of Judicial Affairs Student Conduct and Academic Integrity. http://www.students.vcu.edu/studentconduct/
- The Division of Student Affairs publishes an index of policies, guidelines and procedures. http://www.students.vcu.edu/policies.html.
- The VCU Integrity and Compliance Office maintains the latest versions of all university-wide policies and procedures on its Policy Library website. http://www.assurance.vcu.edu/policylibrary.html
- The VCU Graduate Bulletin http://www.pubapps.vcu.edu/bulletins/ documents the official admission and academic rules and regulations that govern graduate education for all graduate programs at VCU. It is the responsibility of all graduate students, both on- and off-campus, to be familiar with the Graduate Bulletin, as well as the academic regulations in individual school and department publications and on program websites; however, in all cases, the official policies and procedures of the University Graduate Council, as published in the Graduate Bulletin and on the Graduate School website http://www.grauate.vcu.edu/, take precedence over individual program policies and guidelines.

VCU Honor System
VCU recognizes that honesty, truth, and integrity are values central to its mission as an institution of higher education. Therefore, all students are subject to the VCU Honor System. All graduate students are responsible for being familiar with provisions of this document. http://wwwprovost.vcu.edu/pdfs/Honor_system_policy.pdf

Academic dishonesty is the giving, taking or presenting of information or material by students with the intent of unethically or fraudulently aiding themselves or others on any work that is to be considered in the determination of a grade or the completion of academic requirements. Students in doubt regarding any matter related to the standards of academic integrity in a given course or on a given assignment should consult with the faculty member responsible for the course before presenting the work.

Grade Review Procedures
Graduate students at VCU have a right to appeal actions of an academic nature. If such action involves a course grade, the
Grade Review Procedures as published in the Rules and Procedures should be followed. If such action involves computing, the Computer and Network Resources Use Policy should be followed.

dismissal from a graduate degree program

In addition to those standards of conduct described in VCU Rules and Procedures and the VCU Honor System, students enrolled at the university may be dismissed from the academic programs in which they are enrolled for failure to meet prescribed academic program requirements. Students appealing terminations dismissal from their graduate degree programs/departments should first pursue appeals at the program/department and/or the school level. After receiving the program/department and/or school decision, students have the option of filing an appeal with the graduate dean in the process outlined in the Appeal Process for Students Terminated Dismissed from VCU Graduate Degree Programs.

other university policies that might impact graduate students include, but are not limited to, the following:

- Alcohol and Drug Policy
- Care and Ethical Use of Animals in Research and Education at VCU
- Information Security Policy
- Intellectual Property Policy
- Misconduct in Research and Scholarly Activities
- Non-discrimination on the Basis of Disability
- Prohibition of Sexual Harassment
- Responsible Conduct in Research and Scholarship
- VCU IRB Written Policies and Procedures

External agencies with policies that might impact graduate students include, but are not limited to, the following:

- State Council of Higher Education for Virginia - SCHEV (http://www.schev.edu/)
- Southern Association of Colleges and Schools Commission on Colleges - SACS-COC (http://www.sacscoc.org/)

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2. Repeated courses policy – addition of language to clarify calculation of gpa for undergraduates who take graduate courses - APPROVED

Repeated courses [p. 269, archived 2012-13 Graduate and Professional Programs Bulletin]

Graduate students receiving grades below B shall repeat a course only upon the advice of their program directors. Both the original grade and the repeat grade shall be included in the calculation of the graduate GPA.

For undergraduate students repeating 500-level graduate courses, the undergraduate historical repeat policy (p. 206, archived 2012-13 Undergraduate Bulletin) applies only if the course is applied toward the undergraduate degree. An historical repeat may not be processed for 600-level courses. (See policy on undergraduate students in graduate classes, p. 271, archived 2012-13 Graduate and Professional Programs Bulletin).

3. Undergraduate students in graduate classes [p. 271, 2012-13 archived Graduate Bulletin] - addition of language to clarify calculation of gpa for undergraduates who take graduate courses - APPROVED

VCU undergraduates may enroll in 500-level courses with approval of their advisers and consent of the programs offering the courses. Highly qualified undergraduates approaching the last semester/year of study apply for admission to a graduate program. If accepted, they may petition to enroll in a maximum of two 600-level graduate courses during the last
4. Health-related withdrawals [p. 271, 2012-13 archived Graduate Bulletin]—addition of language to clarify existing language and to incorporate relevant language from undergraduate medical withdrawal policy—APPROVED

While graduate students are expected to work toward completion of their degrees without interruption, health-related problems may necessitate withdrawal from the university or an interruption of their studies.

For a protracted illness, a student may choose to ask for an approved leave of absence (see leave of absence policy).

Some students may experience medical conditions that make them unable to complete their studies once a semester is in progress. If this occurs before the last day of add/drop registration, students should drop their classes via eServices. If an illness occurs after add/drop but before the last day to withdraw, per the academic calendar (link), students should withdraw from their classes through the normal withdrawal process via eServices.

After the last day to withdraw but prior to the last day of classes per the academic calendar—and before a final class grade has been assigned and/or posted to the academic history—students with medical problems should petition their academic deans (or dean designees) for a medical withdrawal from all courses. Students must present documentation of their medical condition that establishes a significant degree of impairment in continuing their studies. This documentation must include a letter, written on letterhead, from a licensed health-care provider that establishes the dates of treatment, the diagnosis and the degree of impairment that the condition has created. The letter should also provide the date when the student became unable to attend classes, when the impairment was considered significant enough to affect academic performance, and the anticipated date of return to school. The deans (or dean designees) may at their discretion determine whether a medical withdrawal from all courses is appropriate. A medical withdrawal may only be granted for all courses taken that semester. The medical withdrawal should be submitted to the Graduate School via the Special Action Form process.

The student’s transcript will reflect a grade of W for all courses approved for a medical withdrawal 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 (see withdrawal from courses policy). Medical withdrawals may impact future financial aid in relation to Satisfactory Academic Progress.

If students wish to be withdrawn from selected courses only, or if the dean (or dean designee) denies the petition, or if the request is made after the last day of classes per the academic calendar, then the student may pursue the matter further by filing a petition for a retroactive withdrawal with the Academic Regulations Appeals Committee.

Some schools require a statement from a physician, indicating the nature and severity of the condition, when a student should stop attending classes, and the anticipated date of return to school.

In the event that a student’s health problem poses a danger to the student, to patients or to others with whom the student may come in contact, and the student is unable or refuses to initiate steps to withdraw as stated above, administrative withdrawal of the student may be made by the dean of the Graduate School upon consultation with the appropriate faculty and a qualified physician.

Because curricular and course content changes may occur and a student’s progress toward a degree may be affected adversely because of an extended absence, specific time periods may be imposed by individual schools with respect to the length of time allowed for absence from school. If there is a delay in return beyond the allotted time period without written consent of the dean of the Graduate School, the student may petition for return with advanced standing.
Some schools require that prior to returning to school, the student must submit to the dean of the Graduate School a statement from a physician. This statement should document that the condition that necessitated the withdrawal has been corrected to a point where the student can complete successfully all curriculum requirements with reasonable accommodation including classroom, laboratory, clinical and fieldwork experience.


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.

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.

6. Credit for military service, career or life experience [p. 265, archived 2012-13 Graduate Bulletin]– addition of language to policy to allow for transfer of coursework from ACE accredited programs (language parallels the Undergraduate Bulletin policy statement regarding military course work) - APPROVED

The Graduate School does not grant graduate-level credit for any type of military service or career or life experience unless it involves course work taken as part of a regionally approved graduate program at an accredited college or university.

The Graduate School may grant credit for formal military service school graduate-level courses that have received positive recommendation by the Commission on Accreditation of Service Experiences of the American Council on Education (ACE) as stated in the ACE’s “A Guide to the Evaluation of Educational Experiences in the Armed Services” (http://militaryguides.acenet.edu/). Recommendations regarding the transfer of military course work are initiated at the program and academic school levels and reviewed and approved by the Graduate School and must meet all other criteria for transfer credit as articulated in the transfer credit policy.

7. International students [pp. 260-261, archived 2012-13 Graduate Bulletin] - proposed acceptance of Pearson Test English (PTE) of 65 as another means to satisfy the VCU English language requirement – Blair Brown (See sample score report at end of this document). - APPROVED

English Language Proficiency Requirement

To ensure maximum benefit from academic study at VCU, all non-native English-speaking applicants, regardless of immigration status, must provide evidence of English language proficiency before admission and/or enrollment in the university.

Evidence of English language proficiency is evaluated based on factors such as length of stay in the United States, amount and type of formal U.S. education, Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Pearson scores and other standardized test scores such as the GRE or GMAT. TOEFL/IELTS scores are valid for two years.

...
Nonimmigrants (students with temporary U.S. visas)

International applicants must provide evidence of proficiency in the English language prior to admission and/or full-time enrollment in the university. An applicant may satisfy university English proficiency requirements by obtaining a satisfactory score on the TOEFL. The university minimum TOEFL score requirement is 550 (paper-based) or 80 (Internet-based); however, most graduate programs prefer a minimum TOEFL score of 600 (paper-based) or 100 (Internet-based). Some graduate programs will accept satisfactory scores on the IELTS as evidence of English proficiency. The university minimum IELTS score requirement is 6.5, but most graduate programs prefer an IELTS score of 7.0 or higher. The Pearson Test of English (PTE) is also accepted with a minimum score of 65. Individual programs may require higher scores. TOEFL/IELTS scores are valid for two years.

8. Graduate advisory committees [p. 266, 2012-13 archived Graduate Bulletin] – APPROVED with amendment to clarify graduate and affiliate graduate faculty

Graduate advisory committees shall be appointed for each master’s degree candidate for whom there is a requirement to produce a thesis or its equivalent in the form of a research project, performance, exhibit or other production. The committee will coordinate and supervise the preparation of the thesis or its equivalent. The committee shall have a minimum of three faculty members, one of whom should be from a discipline other than the discipline of the candidate. The chair of the committee will be designated as the candidate’s faculty adviser. Departments/program directors will appoint advisers for master’s degree candidates for whom a thesis or its equivalent is not required. Every member of the committee must hold graduate faculty or affiliate graduate faculty appointment. The chair and at least one other committee member must hold full VCU graduate faculty status (not affiliate). It is expected that all members of the committee will be present at any thesis proposal and thesis defense. In the event that a single member of the committee is unable to attend, the committee may meet with the written approval of the graduate program director. If more than one member of the committee is unable to attend, the defense must be rescheduled. The chair must be present for the defense of a thesis proposal and the final thesis.

A graduate dissertation committee shall be appointed for each doctoral candidate. The committee will have a minimum of four faculty members, including a chair, who will serve as the candidate’s faculty adviser. At least two members must be from within the candidate’s discipline and at least one from another discipline. Every member of the committee must hold graduate faculty or affiliate graduate faculty appointment. The chair and at least two other committee members must hold full VCU graduate faculty status (not affiliate). It is expected that all members of the committee will be present at the dissertation proposal and dissertation defense. In the event that a single member of the committee is unable to attend, the committee may meet with the written approval of the graduate program director. If more than one member of the committee is unable to attend, the defense must be rescheduled. The chair must be present for the defense of a dissertation proposal and the dissertation defense.

Upon satisfactory completion of all program requirements for admission to candidacy, doctoral matriculants will take written and/or oral comprehensive examinations administered by their major departments or schools. Successful completion of the examinations shall entitle students to advance to doctoral degree candidacy status. Candidates are then allowed to proceed with the research and preparation of their dissertations and any other doctoral degree requirements designated by their departments.

In the event of failure, students may be permitted to retake comprehensive examinations one time only. The re-examination requires the approval of the appropriate graduate program committee.

9. Approval of administrative policies - The committee recommends that the graduate dean/designee be authorized to approve on behalf of the UGC administrative policies that are not unique to graduate students, have no academic component, are mandated by the state or federal government, etc. (such as the Exit Counseling required for financial aid recipients and Mandated short-term Military Service policies that the UGC approved at its 11/13/12 meeting). - APPROVED

10. Annual reaffirmation of Graduate School process for exceptional actions - to meet SACS-COC accreditation requirements - The Committee on Policies and Procedures recommends continuation of the existing process. - APPROVED
III. Old Business
   No old business.

IV. New Business
   No new business.

V. Chair’s Report
   Dr. Douglas Boudinot reported that commencement went well with advisors hooding their Ph.D. candidates. There were 99 Ph.D. candidates who participated.

Adjourned at 4:20pm.