

File 1

INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

October 1st, 2013

3:30pm, HMSU 227

AGENDA

1) I. Administrative Reports:
President D. Bradley
Provost R. Williams

2) II. Chair Report:
Steve Lamb

3) III. Approval of the Executive Committee minutes of Sept 17th, 2013, (File 2)

4) IV. Fifteen Minute Open Discussion

5) V. Review of Nursing, Health and Human Services Constitution (File 3a, and 3b).

6) VI. Report to Faculty Senate Executive Committee on a Proposed Change to the Student Success Council From SAC, Josh Powers, (File 4a and 4b)

7) VII. The vision for the new Faculty Center for Teaching Excellence, Beth Whitaker (new Interim Director of the FCTE).(File 5)

8) VIII. 2 Informational Items From Dean Gatrell, Overview, (File 6a)

i-1) Front material in the Graduate Catalog. (File 6b)

ii-2) The second file is an updated GA guidelines document.(File 6c)

9) IX. Graduate Faculty Language Alignment, Rusty Gonser, Jay Gatrell (File 7a, 7b)

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INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014
EXECUTIVE COMMITTEE

October 1, 2013

3:30pm, HMSU 227

Minutes

Present: S. Lamb, C. MacDonald, R. Guell, A. Anderson, T. Hawkins, B. Kilp, C. Olsen, V. Sheets, K. Yousif

Members Absent:

Ex-officio Members Present: D. Bradley, R. Williams

Others Present: B. Whitaker, J. Gatrell, J. Powers

A.1) Administrative Report

a.a) D. Bradley

i.i) This is Homecoming week, so I'd like to encourage everyone to participate, especially in Tent City.

ii.ji) In a meeting of the Advisory Council this morning, it was explained that those who don't smoke and do the screening, their cost of insurance could be less next year than it was this year. If you smoke and don't do the screening, your cost could increase. You can smoke and do the screening and get a net \$20 increase rather than the full \$50 surcharge.

iii.iii) The Assessment Council is completing a report for the Higher Learning Commission. We still have programs that are not producing assessment reports. Three are doing almost nothing. Whatever you can do to promote participation would be helpful.

iv.iv) The University College and Mapworks are reporting a low response from faculty. Only 30% are responding and that's not reasonable.

1.(1) B. Guell

a.(a) Could you explain that?

i.(i) D. Bradley

1. Teachers are not responding to requests from them in regard to attendance, grades, etc.

ii.(ii) C. Olsen

1. I've only participated one time because it's so time-consuming.

iii.(iii) D. Bradley

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1. It allows you to participate at a later date. You can see what other teachers are saying about a student once you get into the system. It is powerful in regards to our "intrusive advising."

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v) The University is also required to submit a quality initiative to the HLC. We have to write a proposal, and get them to approve that proposal. We will likely simply use elements of the Strategic Plan. We will get a group together over the next few months.

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vi) We had a significant fire today over at University Apartments on the fourth floor. Please be accommodating to those who lost things or had their life disrupted.

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b-b) R. Williams

i) On dean searches, the graduate dean search is in process. We have 52 who have either expressed interest or been contacted to encourage an application. Of those, 34 have applied. The Library and Technology searches have progressed as far as advertising copy have been written and approved. You should see ads soon.

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B-2) Chair Report-S. Lamb

a-a) There have been concerns about the changing of the denominator in the student/faculty ratio...

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i) R. Williams

1) We were looking at the data and the Deans were asking for it... the data I received did not have the release time in it, and I incorrectly showed it as the summary data. We have a meeting on Thursday and I will give the Deans corrected versions of the summary data.

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ii) D. Bradley

1) We have two different metrics. One is based on a snapshot of the student headcount against a snapshot of the faculty count in October. The other is for the dashboards. The dashboard ratio does allow for administrative approved release time.

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iii) Secretary's Note: Further discussion ensued that revealed more confusion than clarity. It was determined that inclusion of the verbatim discussion in the minutes would not serve anyone's interest. More conversation with the administration is needed on this topic. That conversation is on-going and productive.

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C-3) Motion to Approve Minutes of September 17, 2013 Minutes; A. Anderson-C. MacDonald; Vote: 8-0-0

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D-4) Fifteen Minute Open Discussion

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a-a) C. MacDonald

i) I recently got a new computer and it did not have SPSS. I teach statistics and need this software. It took another two weeks to get loaded.

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1) D. Bradley

a-a) I would suggest you make your unhappiness known to L. Spence.

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b-b) V. Sheets

i) I have a concern that the biennial performance review "exceeds" expectations category be seen as means of rewarding faculty for faculty work -- not for "other/administrative" duties and hoped that this would be the outcome. Are administrators were eligible for above-average increases and if so, are administrative evaluators were also held to a 15% limit.

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ii) D. Bradley

1) EAP are not eligible for faculty raises.

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iii-iii) I would like to continue to discuss the issue raised in the Senate by M. Morahn. Why don't we raise the minimum floor for adjuncts paid by the course/credit hour at the same percentage rate as the increase given to faculty since the increase to the salary pool is calculated across the board. To leave it to individual faculty to negotiate or individual chairs to request increments seems to mean that nothing happens.

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i-1) D. Bradley

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a-(a) I would have no objection if the Provost recommends raising the floor proportionately to the increase given regular faculty.

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e-c) R. Guell

i-j) Would you have an objection to charging FAC with ensuring that EAP hires with teaching expectations be evaluated at hire and during their performance reviews by peer-review committees.

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i-1) R. Williams

a-(a) I would have no objection. Though there are only a few such position, I do think if they are required to teach, they need to teach during the interview process as well.

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ii-ii) I am not sure I read it right, but during the President's address he indicated that the current level of minority faculty is 32 and the 2014 goal is 58. Does this mean we will be trying to hire 26 minorities this year. Would not that mean that was all we were hiring?

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i-1) D. Bradley

a-(a) That is simply a restating of the strategic goals from years ago. This goal will need to be revised and we will need to examine why we failed to meet the goal.

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iii-iii) Why did the faculty newsletter outline a different process for adopting textbooks for next semester when we will be ordering books through our chairpersons starting in January.

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i-1) R. Williams

a-(a) The policy starts January 1 and there are faculty who will object to starting it early.

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E-5) Departmental Success Taskforce

a-a) S. Lamb

i-i) We were very pleased with the cooperation shown by the administration in establishing the members of the taskforce. The co-chairs will be V. Sheets and R. Williams. The Dean will be K. Hill-Clark. The Associate Dean will be L. Hall. The faculty members will be C. DePaolo, L.Eberman, K. Yousif, C. Olsen, D. Malooley, C. MacDonald, P. Schikora, and J. Conant.

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ii-ii) **Motion to Approve the Taskforce membership; A. Anderson-T. Hawkins; Vote: 8-0-0.**

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b-b) D. Bradley

i-i) It is important to have Dashboards be the backbone for departmental evaluations. For this fall we will keep to the dashboards we have knowing they will not be the same a year from now. I think there will be measures required that would be an individual basis. The taskforce will also have to consider whether paths to promotion to full professor will have to revolve around scholarship, for instance. It's good to allow individualization. The big goal I see is that we develop a process that rewards collaboration and teamwork. We need to encourage this, particularly within departments.

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F-6) **Motion to Approve the College of Nursing, Health and Human Services Constitution; T. Hawkins-A. Anderson; Vote: 8-0-0**

G-7) Report to Faculty Senate Executive Committee on a Proposed Change to the Student Success Council From SAC

a-a) Recommended Handbook language

i-i) **270.11.1 Membership.** The Student Success Council will be composed of 22 members. The members will be appointed as follows: The Associate Vice President for Student Success; six (6) Assistant or Associate Deans, one appointed from each College and the Library; two (2) faculty members at-large appointed by Faculty Senate; a representative from the Center for Student Success (formerly the Student Academic Services Center); the Director of New Student Programs; the Associate Vice President and Assistant Treasurer; two undergraduate students appointed by the Student Government Association; the Director of the African American Cultural Center; a representative from the University College; the Chair of the Foundational Studies Council; the Associate Vice President for Student Affairs; the Director of Financial Aid; the Registrar; the Executive Director of Residential Life and Housing; and the Executive Director of Career Services.

ii-ii) **270.11.2 Chair.** The Associate Vice President for Student Success shall be the Chair of the Council.

b-b) S. Lamb

i-i) FAC also has this charge and when we have that report we will combine their recommendations.

H-8) The vision for the new Faculty Center for Teaching Excellence,

a-a) Beth Whitaker (new Interim Director of the FCTE)

i-i) I am thrilled to be a part of this endeavor. This position is one we searched for and it was failed for a variety of reasons. Since the beginning of the year, I have searched for a location. It's now at the library across from the coffee shop where the writing center was. The advisory board is close to being established and there is a lot of interest, including self-nominations. I have been meeting with deans and unit stakeholders and talking about what their needs will be. The advisory board will guide me as we look at policy, offerings, etc. as we work to meet everyone's needs. We will do a faculty needs assessment, and we are looking at some specialized professional development on this campus. We came up with a concept of a "Master Teacher" program, including completing tasks and projects to achieve this status on campus. It's a steady rollout, not a flashy one. I want to make sure we're ready to serve when we put that out there. We are starting to search for a permanent director before the end of the year. We had a good group but some have been snatched for jobs elsewhere.

b-b) R. Guell

i-i) One of the decision points that this entity has to go through is what motivates a person to participate. In similar entities the primary motivator to discuss issues was money. It wasn't a perfect method, and it was eventually abandoned. Imagine someone is in need of faculty development; how do you get them in the center?

ii-ii) B. Whitaker

1-(1) The focus is on collaboration. I'm glad there's not money attached to this. What's offered has to be valued enough over time. If the product is good enough they'll want to come. I don't want this to be the Principal's office. I don't want calls saying "I'm sending this person." I want a spirit and a culture that ensures you're walking away with something worthwhile.

2-(2) V. Sheets

a-(a) If faculty are not meeting expectations, shouldn't we direct them to the Center for Teaching Excellence. I understand not wanting to be the Principal's office, but how do you want to help solve the problem?

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~~b-(b)~~ B. Whitaker

~~i-(i)~~ The teacher has to reach out. It's on them. Then the faculty member can choose what to do with that information.

~~e-c)~~ K. Yousif

~~i-i)~~ It's helpful to be observed, especially outside the department, and I hope that can be set up. For example, I have a class of 20 freshmen and I need help with them. I don't want it to be the same three people in my department.

~~ii-ii)~~ B. Whitaker

~~+(1)~~ That's the idea. I want it to be a confidential, non-evaluative opportunity.

~~i-9)~~ Informational Items

~~a-a)~~ Front material in the Graduate Catalog.

~~b-b)~~ Updated GA guidelines document SGA Participation in Standing Committees

~~J-10)~~ Graduate Faculty Language Alignment

~~a-a)~~ **Motion to Approve Change in Graduate Faculty Status Language; C. MacDonald-T. Hawkins; Vote: 8-0-0**

~~b-b)~~ J. Gatrell

~~i-i)~~ The proposed policy wants to align the faculty as those that include multi-year contracts. There has been an increased need for them to serve in more functions and this is a good way to address that. It will follow the handbook language to serve as regular faculty. "Limited" graduate faculty member. If you are appointed without a terminal degree....

~~+(1)~~ D. Bradley

~~a-(a)~~ I think we were using "Instructor" as a substitute for all those other words.

~~2-(2)~~ J. Gatrell

~~a-(a)~~ It's a status. It's not in the document. We got rid of "Special Purpose Faculty" because it became confusing.

~~ii-ii)~~ V. Sheets: Would someone working on their doctorate be able to work on a dissertation committee?

~~+(1)~~ J. Gatrell: Theoretically, yes, but its not happened during my time and they cannot and would not chair it. We have had people who may be working in a specialized field with significant experience working on a dissertation committee. I do know of thesis committees having someone without a terminal degree serving as a chair...non-PhD's. There is no rule that prevents it. We did redefine the limits on non-regular faculty who could serve. We have addressed it in a roundabout way.

~~K-11)~~ Motion for Adjournment 4:48

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FACULTY AND ACADEMIC POLICIES

GRADUATE FACULTY MEMBERSHIP

Graduate Faculty

The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high quality graduate education.

Regular Graduate Faculty

At the time of appointment (effective for all faculty appointed Fall 2007 or after) all faculty with terminal degrees will be granted graduate faculty membership. Current (as of Summer 2007) associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2010 using the standards in place prior to Fall 2007.

The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees and to serve on the Graduate Council and the subcommittees of the Council. Review of graduate faculty membership may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

An endorsement to chair theses/dissertations is granted separately from graduate faculty status by a vote of a departmental committee, approval of the department chairperson, college dean, and the Dean of the College of Graduate and Professional Studies. To qualify for the endorsement to chair thesis/dissertation committees graduate faculty members must work with a graduate mentor appointed by their department, serve on thesis/dissertation committees, and complete a graduate faculty workshop sponsored by the Graduate Council to develop knowledge of the thesis/dissertation process at ISU. Review of the endorsement to chair theses/dissertations may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

Emeritus Graduate Faculty

Faculty who are a regular member of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty thereafter.

Term-limited Graduate Faculty

An individual may be appointed for a limited period as a member of the graduate faculty. This faculty member must be at least one of the following:

1. Tenure-line faculty with an earned doctorate or other terminal degree in the field of specialization, or a tenure-line faculty who has an earned master's degree and has distinguished themselves in teaching, research, and/or service, but do not meet the requirements for Graduate Faculty membership; or

2. Regular with all but dissertation completed who are actively working toward a doctorate; or
3. Lecturers at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or
4. Professionals who are not tenure-line faculty at Indiana State University, but have expertise for specified graduate courses, or graduate committees.

A term-limited graduate faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A term-limited graduate faculty member will not be granted the endorsement to chair theses/dissertations.

The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees. Reappointment is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

Ex-Officio Graduate Faculty

Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as the person maintains the administrative position. All university administrators appointed prior to Fall 2007, who have a tenure-track faculty position and ex-officio graduate faculty membership will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

Appeal Procedure

In cases where an appeal is to be made the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed.

Motion in Response to the Charge to Review recently revised Constitutions of the **Colleges of Technology and Nursing, Health, and Human Services** and **the Library**.

The Faculty Affairs Committee reports the following findings from our review of recently revised constitutions approved by the faculties of the College of Nursing, Health, and Human Services (7-0-0), the College of Technology (7-0-0), and the Library (6-0-1). *Note: FAC voted to approve individual reviews of each of the college constitutions at prior meetings and voted final approval of the statement of review at our March 27th meeting (5-0-0).*

In its review of the revisions in each of the three College constitutions submitted, FAC attempted to identify provisions that may be contrary to the University Constitution or those that might raise other concerns.

College of Nursing, Health and Human Services Faculty Constitution

A.1. Section 1. Definition of the Faculty Council excludes Lecturers; University constitution includes all those holding academic rank as members of the faculty; CNHHS constitution should include Lecturer as member of the Faculty; recognition as faculty does not extend voting rights to Lecturers. Reference--

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i.A. *All appointees with academic rank Instructor, Assistant Professor, Associate Professor, and Professor shall constitute the faculty of the College of Nursing, Health, and Human Services.*

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B.2. Use of terms: *Speaking seat/ex-officio*. FAC recommends that the College clarify the use of these terms in allocating positions; according to parliamentary procedure, speaking seats and ex officio members are nearly identical, but shifting between them generates confusion.

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C.3. Role of chair. It appears that department chairs are designated ex officio members and are allowed to be elected to membership (representing their departments); FAC suggests that department chairs are charged with representing their departments and rightly serve ex officio to the Council, but a full-time faculty member should represent the faculty of the department; if the chair is elected to that role, the department has, in effect, no chair representing it.

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D.4. Definition of faculty fellow. FAC recommends clarifying the definition of a faculty fellow in accordance with the University Handbook and to ensure the status of a faculty fellow in

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governance. Faculty Fellows are assigned speaking seats in the Council; can they be elected to represent their departments? How does the nature of the fellowship impact their status?

E.5. Functions of the Executive Committee. FAC suggests the section be reviewed to ensure clarity and correspondence to the description of the Executive Committee of the Senate.

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F.6. Quorum language. FAC recommends a review of the language to ensure clarity in application of voting quorum; revised language suggests half of the voting membership as standard instead of half of the votes cast by voting members present.

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G.7. Document should be proofread; Faculty is used as a plural and singular noun, occasional errors in typing, tense, etc.

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H.8. FAC recommends revision in the reference to "merit pay" in the document; merit pay is not an active form of compensation; the Faculty Performance Model may offer a more current reference

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Approved by Faculty Senate: 26-0-0 [3/26/09]
Approved by Faculty Senate Executive Committee: 8-0-0 [3-17-09]
Approved by Faculty Affairs Committee, Faculty Senate: 5-0-0 [2-12-09](4 members absent) Approved by College Faculty: 39-0-0 [11-10-08] (15 faculty absent)
Approved by College Executive Committee: 10-0-0 [10-28-08] (one member absent) Approved by Governance Committee: 5-0-0 [10-20-08] (one member absent)
Revision Approved by Ad Hoc Constitution and Structure Committee: 7-0-0 [8-3-12]
Revision Approved by CNHHS Faculty Council Executive Committee: 6-0-0 [8-31-12]
Revision Approved by CNHHS Faculty: 51-3-3 [9-7-12]
Revision Approved by CNHHS Faculty: 48-1-5 [9-13-13]
Revision Approved by Faculty Affairs Committee, Faculty Senate:
Revision Approved by Faculty Senate Executive Committee:
Revision Approved by Faculty Senate:

INDIANA STATE UNIVERSITY
COLLEGE OF NURSING, HEALTH, AND HUMAN SERVICES
CONSTITUTION

PREAMBLE

The purpose of these statutes is to establish the role the faculty in the College of Nursing, Health, and Human Services (hereafter referred to as the College) shall have in developing the goals and educational philosophy of the College and in formulating and implementing the policies of the College.

ARTICLE I
THE FACULTY OF THE COLLEGE

Section 1 Definition of the Faculty Council

- ~~ii~~.B. All appointees with academic rank Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor shall constitute the faculty of the College of Nursing, Health, and Human Services.
- ~~iii~~.C. All tenured, tenure-track, and multi-year contract faculty appointed to a department within the College shall constitute the voting faculty of the College.
- ~~iv~~.D. Part time temporary faculty, full-time temporary faculty, emeriti faculty, administrators, professional staff, staff representatives, and student representatives shall be ex-officio members.
- ~~v~~.E. The Dean, Associate Dean(s), and Executive Director of Nursing are not eligible to be appointed or elected to serve as a representative from any department to the Executive Committee or any of the standing committees. They will be ex officio members.
- ~~vi~~.F. Chairpersons are not eligible to be appointed or elected to serve as the department representative on the Executive Committee or any of the standing committees, but will be ex-officio members, except for the Faculty Affairs Committee.
- ~~vii~~.G. Fellows may be appointed by the Dean for special assignments. Fellows are eligible to be appointed or elected to serve as the department representatives on the Executive Committee or any of the standing committees unless they occupy a position determined by the Faculty Council to have administrative status equal or superior to that of Assistant Dean.

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ARTICLE II AUTHORITY

Section 1 Source of Authority

The authority of the Faculty Council to participate in the governance of the College shall be within the limitations of the statutes and by-laws of the faculty of Indiana State University.

Section 2 Legislative Authority

- i.A. The legislative authority of the College faculty will be exercised by the Faculty Council and by the committees of that body.
- ii.B. The College shall be autonomous in matters of internal governance, subject to the provisions of the statutes and by-laws of the faculty of Indiana State University.
- iii.C. Each department of the College shall be autonomous in matters of internal department governance, subject to the limitations of the statutes and bylaws of the faculty at Indiana State University and the statutes and bylaws of the College.

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Section 3 Primary Authority

The Faculty Council shall have authority to formulate policy governing:

- i.A. The curriculum of the College.
- ii.B. The facilitation of teaching, research, and service.
- iii.C. The structure of the College related to academic matters.
- iv.D. Standards for admission, retention, progression, graduation, and dismissal of students.
- v.E. Requirements for the granting of academic degrees.
- vi.F. Aspects of student life directly related to the academic process.
- vii.G. Faculty conduct and discipline.
- viii.H. Faculty appointment, retention, tenure, and promotion.
- ix.I. Protection for freedom of expression and academic freedom.
- x.J. Faculty and student grievance procedures.

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Section 4 Advisory Authority

The Faculty Council, consistent with University advisory practices, shall have the prerogative to advise those responsible for making decisions regarding:

- i.A. Selection and removal of the principal administrative officers having college-wide, and/or department-wide responsibilities as well as the creation or abolition of such offices.
- ii.B. College and/or department budgets.
- iii.C. Faculty benefits including salaries, insurance, retirement, and leaves.
- iv.D. College and/or department research or service obligations to public or private agencies.
- v.E. Student conduct and discipline related to academic performance and professional ethics.
- vi.F. Physical facilities and program support services.

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To permit the exercise of the Faculty's advisory prerogative, it is necessary that the Faculty Council shall be apprised in advance of significant prospective actions by the administration.

ARTICLE III
ORGANIZATION OF FACULTY GOVERNMENT

Section 1 Means of Exercising Authority

The authority of the College faculty will normally be exercised by the Faculty Council and by the committees of that body.

Section 2 Officers

The officers of the Faculty Council (will be the same as the officers of the Executive Committee) shall be Chairperson, Vice-Chairperson, and Secretary. Officers will serve for a one year renewable term.

Section 3 Meetings

- A. The Faculty Council shall meet once each semester. Additional meetings may be scheduled at the request of the Faculty Council Chairperson or at the request of 10% of the voting faculty of the College.
- B. Meetings are open to all members of the faculty, administration, administrative/professional staff, and students (except executive sessions).
- C. A quorum will be more than half of the voting membership of the Faculty Council
- D. The agenda shall be prepared by the Faculty Council Chairperson and made available with pertinent documents at least five working days in advance of a meeting. The Faculty Council secretary shall post minutes to all Faculty Council members within ten working days.
- E. A motion before the Faculty Council is passed when approved by a majority of those present and voting.
- F. Amendments or changes in the by-laws of these statutes require a two-thirds majority of the faculty.

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Section 4 Executive Committee

~~a.~~A. Purpose:
The purpose of the committee is to exercise the powers and authority of the Faculty Council.

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~~b.~~B. Membership:

The Executive Committee shall consist of one elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, are eligible to serve on the Executive Committee.

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Members of the Executive Committee may not simultaneously serve on the University Faculty Senate Executive Committee during any portion of the academic year.

The Executive Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

C. Officers:

The Executive Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

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D. Term of Office:

Members shall serve a three-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

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Officers will serve one year renewable terms starting at the beginning of the academic year and ending at the close of the last summer session.

E. Ex-Officio members:

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

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F. Meetings:

Meetings shall be called at least nine times during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except executive sessions).

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G. Quorum:

A quorum will be more than half of the voting membership of the committee.

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H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents at least five days in advance of a meeting. The committee Secretary shall post

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minutes to all Faculty Council members within ten working days.

1-I. Majority:

A motion before the Executive Committee is passed when approved by a majority of those present and voting.

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1-A. Authority:

The authority of the Executive Committee includes:

- a-i.** Acting in the name of the Faculty Council in those matters delegated by the Faculty Council.
- b-ii.** Initiating legislation within the jurisdiction of the Faculty Council.
- c-iii.** Investigating and making recommendations on matters referred or delegated to the committee.
- d-iv.** Keeping apprised of University administrative policies and procedures to fulfill the advisory functions of the College faculty in:
 - 1-a.** Selecting and removing principle administrative officers.
 - 2-b.** Creating or abolishing administrative offices.
- e-v.** Creating special committees to investigate and make recommendations on any matters falling under the primary or advisory authority of the Faculty Council. Special committees will be for pre-determined periods.
- f-vi.** Filling vacancies on all standing committees.
- g-vii.** Assigning each standing committee specific tasks consistent with the functions of the committee.
- h-viii.** Reviewing and revising the College handbook in collaboration with designated administrator's office.
- i-ix.** Considering recommendations from standing and special committees.
- j-x.** Recommendations passed by Executive Committee shall become policy two weeks following publication of minutes, unless:
 - 1-a.** University action is required or
 - 2-b.** A written request for delay is sent to the Executive Committee Chairperson by a Faculty Council member or the Dean.

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Once a written request for delay is received, a meeting of Faculty Council will be scheduled within ten working days and the issue will be placed on the agenda.

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2-B. Functions:

The following are the functions of the Executive Committee:

- a-i.** Review the mission, vision, and value statements of the College and Departments and make recommendations to the Faculty Council.
- b-ii.** Review the strategic plan and make recommendations to the Faculty Council.
- c-iii.** Call meetings of the Faculty Council at least twice a year, once each semester.
- d-iv.** Review and approve new program proposals within the College.
- e-v.** Review and approve the college's standing committee operating policies and procedures.
- f-vi.** Review and approve new and revised department statutes and bylaws, handbooks, and promotion and tenure documents.

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- ~~g~~-vii. Review and approve revised department mission, vision, and value statements.
- ~~h~~-viii. Review and approve faculty and student grievance procedures.
- ~~i~~-ix. Submit an annual report to the Faculty Council.

ARTICLE IV
COMMITTEES OF THE FACULTY COUNCIL

The standing committees are the first level for conducting the legislative and advisory business of the Faculty Council. They are directly responsible to the Executive Committee of the Faculty Council.

Section 1 Assessment Committee (AC)

~~i~~-A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to program and activity assessment.

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~~ii~~-B. Membership:

The Assessment Committee shall consist of one appointed or elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Assessment Committee.

The Assessment Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

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~~iii~~-C. Officers:

The Assessment Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

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~~iv~~-D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

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~~v~~-E. Ex-officio members:

The following members will be ex-officio members:

- ~~1~~-i. Dean
- ~~2~~-ii. Associate Dean for Academics
- ~~3~~-iii. Associate Dean for Student Services
- ~~4~~-iv. Executive Director of Nursing
- ~~5~~-v. Department Chairpersons

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~~6~~.vi. Program Assessment Coordinators

~~7~~.vii. Fellow(s)

~~8~~.viii. Student(s)

~~vi~~.F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice- Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except for executive sessions).

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~~vi~~.G. Quorum:

A quorum will be more than half of the voting membership of the committee.

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~~viii~~.H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

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~~ix~~.I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

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~~x~~.J. Functions:

The following are the functions of the Assessment Committee:

~~1~~.i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.

~~2~~.ii. Communicate expectations for assessment.

~~3~~.iii. Develop methods and opportunities for sharing expertise and assessment exemplars.

~~4~~.iv. Review policies and procedures governing undergraduate and graduate assessment and make recommendations to the Executive Committee.

~~5~~.v. Monitor the implementation of undergraduate and graduate program and activity assessment plans.

~~6~~.vi. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate.

~~7~~.vii. Appoint subcommittees as needed.

~~8~~.viii. Submit an annual report to the Executive Committee.

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Section 2 Curriculum and Academic Affairs Committee (CAAC)

~~i~~.A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to College courses, curricula activities, and resources which are primarily academic in nature.

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ii.B. Membership:

The Curriculum and Academic Affairs Committee shall consist of one appointed or elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Curriculum and Academic Affairs Committee.

One undergraduate and one graduate student will be ex-officio members. The Committee will solicit students from the departments. The Committee will appoint student representatives.

The Curriculum and Academic Affairs Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

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iii.C. Officers:

The Curriculum and Academic Affairs Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

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iv.D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

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Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

v.E. Ex-officio members:

The following members will be ex-officio:

- a.i. Dean
- b.ii. Associate Dean for Academics
- c.iii. Associate Dean for Student Services
- d.iv. Executive Director of Nursing
- e.v. Department Chairpersons
- f.vi. Fellow(s)
- g.vii. Students(s)

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vi.F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except for executive sessions).

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vii.G. Quorum:

A quorum will be more than half of the voting membership of the committee.

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viii.H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

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ix.I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

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x.J. Functions:

The following are the functions of the Curriculum and Academic Affairs committee:

- A.i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- B.ii. Review policies and procedures governing undergraduate and graduate curricula and make recommendations to the Executive Committee.
- C.iii. Review requirements for all undergraduate and graduate degrees and certificates and make recommendations to the Executive Committee.
- D.iv. Make recommendations to the Executive Committee regarding:
 - 1-a. New curricula.
 - 2-b. Extensive revision of existing curricula.
 - 3-c. Changes in requirements for all academic programs.
- E.v. Collaborate with appropriate College personnel regarding:
 - 1-a. Development and use of physical facilities.
 - 2-b. Selection and use of clinical facilities.
 - 3-c. Resources vital to effective teaching.
- F.vi. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate.
- G.vii. Review individual courses for congruence with the College philosophy and program objectives.
- H.viii. Recommend the establishment, abolishment, merger, or subdivision of schools/departments and other academic units of the College.
- I.ix. Appoint subcommittees as needed.
- J.x. Submit an annual report to the Executive Committee.

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Section 3 Faculty Affairs Committee (FAC)

1-A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the faculty of the College.

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2-B. Membership:

The Faculty Affairs Committee shall consist of one elected tenured faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to

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serve on the Faculty Affairs Committee.

The Faculty Affairs Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

3-C. Officers:

The Faculty Affairs Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

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4-D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

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Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

5-E. Ex-officio members:

The following members will be ex-officio:

- 1-i.** Dean
- 2-ii.** Associate Dean for Academics
- 3-iii.** Associate Dean for Student Services
- 4-iv.** Executive Director of Nursing
- 5-v.** Fellow(s)
- 6-vi.** Student(s)

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6-F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration administrative/professional staff, and students (except for executive sessions).

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7-G. Quorum:

A quorum will be more than half of the voting membership of the committee.

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8-H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

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9-I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present

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and voting.

10-J. Functions

The following are the functions of the Faculty Affairs Committee:

- 1-i.** Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- 2-ii.** Formulate and recommend policies and procedures pertaining to the College faculty including:
 - 1-a.** Appointment, retention, tenure, promotion, faculty performance pay (salary), workload, and leaves.
 - 2-b.** Facilitation of teaching, research, and service.
- 3-iii.** Recommend applicants for tenure, promotion, leaves, and retention.
- 4-iv.** Promote fulfillment of faculty obligations and standards of excellence regarding teaching, research, service, professional ethics, and professional growth and development.
- 5-v.** Advocate for faculty rights regarding leaves of absence, retirement, travel and meetings, academic freedom, workload, and working environment.
- 6-vi.** Appoint subcommittees as needed.
- 7-vii.** Submit an annual report to the Executive Committee.

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Section 4: Student Affairs Committee (SAC)

1-A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the students in the College.

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2-B. Membership:

The Student Affairs Committee shall consist of one appointed or elected one tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Student Affairs Committee.

One undergraduate and one graduate student from each department will be ex-officio members.

The Student Affairs Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

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3-C. Officers:

The Student Affairs Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

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4-D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

5.E. Ex-officio members

The following members will be ex-officio:

- 1-i.** Dean
- 2-ii.** Associate Dean for Academics
- 3-iii.** Associate Dean for Student Services
- 4-iv.** Executive Director of Nursing
- 5-v.** Department Chairpersons
- 6-vi.** Fellow(s)
- 7-vii.** Student(s)

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6.F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except executive sessions).

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7.G. Quorum:

A quorum will be more than half of the voting membership of the committee.

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8.H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

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9.I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

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10.J. Functions:

The following are the functions of the Student Affairs Committee:

- 1-i.** Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- 2-ii.** Review the department policies regarding undergraduate and graduate students including, but not limited to:
 - 1-a.** Admission, progression, retention, graduation, and dismissal.
 - 2-b.** Scholarships, honors, and awards.

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- ~~3~~.c. Academic and developmental advising.
- ~~4~~.d. Non-curricular, program-related areas and activities.
- ~~3~~.iii. Hear and act upon petitions pertaining to student policies.
- ~~4~~.iv. Review and revise the College student handbook in collaboration with the department chairpersons.
- ~~5~~.v. Appoint subcommittees as needed.
- ~~6~~.vi. Submit an annual report to the Executive Committee.

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File 4a,

Steve,

It looks like I will be the SAC Chair this semester. We received a priority charge from Exec dealing with a change in the Handbook language concerning the Student Success Council.

SAC dealt with this issue at the Sept. 13 meeting, and ask that this topic be placed on the Senate Executive Committee Agenda for October 1 (I think that is the soonest it can be considered). The attached document contains the charge, the rationale for the change, the recommended revised Handbook language, and a note that the proposal passed SAC 5-0-0.

As we discussed in today's conversation, I've asked Josh Powers to represent SAC at the Exec Meeting. The proposal does not seem to be very controversial, and the presence of the SAC Chair at the Exec Meeting appears to be superfluous.

Please let Josh and me know if the October 1 date is doable.

File 4b

**Report to Faculty Senate Executive Committee on a Proposed Change to
the Student Success Council
University Student Affairs Committee
Jim Buffington, Chair
March 16, 2011**

The Charge: Work with AVP J Powers regarding a change to the Student Success Council as per proposal offered at 8/20/13 Exec Meeting. Note new titles of positions, bodies, and offices. Some are either not current or sufficiently specific in the proposal. [**Priority Charge**]

Executive Summary:

Revised Handbook Language for Student Success Council and Membership
August 30, 2013

The Student Success Council has been an official University Committee since 2009. It was established in July of that year by Board of Trustees action with the explicit charge of “developing and implementing both short and long term strategies to impact student retention/success.” In the years since its establishment, the array of student success initiatives has grown substantially. Following extensive discussions within the Student Success Council this Spring, the Council felt that revised language was needed to better capture its role in working in this arena.

In addition, there have been a number of positional title and role changes since 2009 and the language reflects updates to that. Finally, the Council felt it important to expand faculty participation, namely moving from one to two faculty at-large appointments and adding the Chair of Foundational Studies to the Council.

Submitted by
Joshua Powers
Associate Vice President for Student Success
Chair, Student Success Council

At its September 13, 2013 Meeting, SAC raised a minor concern with the size of the Council but agreed that the new language and the additional seats appeal to logic. The following proposed change to the University Handbook was approved 5-0-0.

270.11 Student Success Council. Student success is a strategic priority of Indiana State University. Student retention and degree completion, while maintaining high academic standards and challenging classroom environments, serves our ultimate goals. To that end, the mission of the Student Success Council is (1) to focus attention and energy on key issues affecting undergraduate student success by raising and forwarding a thoughtful dialogue, (2) to provide oversight for and evaluation of the university’s strategic retention and completion initiatives, (3) to advise and advocate regarding policy and resource allocation in support of

student success, and (4) to expect the use of data in concert with a broad, university-wide perspective to inform decision making.

270.11.1 Membership. The Student Success Council will be composed of 22 members. The members will be appointed as follows: The Associate Vice President for Student Success; six (6) Assistant or Associate Deans, one appointed from each College and the Library; **two (2) faculty members at-large appointed by Faculty Senate**; a representative from the Center for Student Success (formerly the Student Academic Services Center); the Director of New Student Programs; the Associate Vice President and Assistant Treasurer; two undergraduate students appointed by the Student Government Association; the Director of the African American Cultural Center; a representative from the University College; the **Chair of the Foundational Studies Council**; the Associate Vice President for Student Affairs; the Director of Financial Aid; the Registrar; the Executive Director of Residential Life and Housing; and the Executive Director of Career Services.

270.11.2 Chair. The Associate Vice President for Student Success shall be the Chair of the Council.

File 5

I'll be there at the Oct. 1 Exec. Mtg. Steve. By chance could I bring Beth Whitaker along to come speak briefly about her vision and planning for the new Faculty Center for Teaching Excellence and to get Exec input? As you may recall, she is the new Interim Director of the FCTE.

Josh

File 6a

From: Jay Gatrell
Sent: Tuesday, September 17, 2013 3:18 PM
To: Steven Lamb
Cc: Christopher Olsen; Rusty Gonser; Robert Guell
Subject: Informational Items from Grad Council

Chairperson Lamb,

I am attaching two informational items for the Faculty Senate. The first file is approved updates/revisions to the front material in the Graduate Catalog. The second file is an updated GA guidelines document.

Jay D. Gatrell, Ph.D.

Dean of Research & Graduate Education

College of Graduate & Professional Studies

Editor, Applied Geography

APPROVED BY GRADUATE COUNCIL SEPTEMBER 17, 2013.

GENERAL POLICIES AND REGULATIONS

1. ADMISSIONS

1-a. ADMISSION TO THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

2-b. ADMISSION TO THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES: DEGREE-SEEKING APPLICANTS

1-i. ADMISSION TO MASTER'S DEGREE PROGRAMS

2-ii. ADMISSION TO DOCTORAL AND EDUCATIONAL SPECIALIST DEGREE PROGRAMS

3-iii. ADDITIONAL REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS

3-c. ADMISSION TO THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES: NON-DEGREE SEEKING APPLICANTS

1-i. ADMISSION TO EDUCATION LICENSURE, LICENSE RENEWAL, OR TRANSITION TO TEACHING PROGRAMS

2-ii. ADMISSION FOR CERTIFICATE, GUEST (SPECIAL) AND UNCLASSIFIED STUDENTS

4-d. AUDIT STUDENTS

5-e. ENROLLMENT IN A GRADUATE COURSE AS AN ISU SENIOR

2. GRADUATION

1-a. REQUIREMENTS FOR EARNING THE MASTER'S DEGREE

1-i. PROGRESS TOWARD DEGREE

2-ii. THESIS EXPECTATIONS

2-b. SECOND MASTER'S DEGREE

3-c. REQUIREMENTS FOR EARNING THE DOCTORAL OR EDUCATIONAL SPECIALIST DEGREE

1-i. PROGRESS TOWARD DEGREE

2-ii. RESEARCH PROFICIENCY

4-d. DOCTORAL PROGRAMS WITH A DISSERTATION REQUIREMENT

1-i. DOCTORAL COMMITTEE

2-ii. QUALIFYING EXAMINATION

3-iii. APPLICATION TO CANDIDACY

4-iv. DISSERTATION

5-v. GRADUATION

5-e. DOCTORAL PROGRAMS WITHOUT A DISSERTATION REQUIREMENT

1-i. GRADUATION

6-f. AWARDING TWO OR MORE GRADUATE DEGREES

7-g. PREPARATION OF THESES/DISSERTATIONS

8-h. APPLYING FOR GRADUATION

3. GRADING

1-a. GRADING

2-b. GRADE APPEAL

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- 1.i.** BASIS FOR APPEAL
- 2.ii.** INFORMAL APPEAL
- 3.iii.** FILING FOR FORMAL APPEAL
- 4.iv.** VERIFICATION OF THE APPROPRIATENESS OF THE APPEAL
- 3.c.** COURSE REPEAT POLICY
- 4.d.** IN PROGRESS GRADE POLICY
- 5.e.** INCOMPLETE GRADE POLICY
- 6.f.** ACADEMIC RENEWAL
- 7.4.** RETENTION, TRANSFER AND OTHER
 - 1.a.** RETENTION
 - 2.b.** CONTINUOUS ENROLLMENT / READMISSION AT ISU
 - 3.c.** LEAVE OF ABSENCE
 - 4.d.** TRANSFER CREDIT
 - 1.i.** GENERAL INFORMATION
 - 2.ii.** MASTER'S DEGREE TRANSFER INFORMATION
 - 3.iii.** DOCTORAL OR EDUCATIONAL SPECIALIST DEGREE TRANSFER INFORMATION
 - 5.e.** ASSESSMENT OF PRIOR LEARNING
 - 6.f.** STUDENT WITHDRAWAL
 - 7.g.** STUDENT LOAD
 - 8.h.** STUDY WEEK
 - 9.i.** COURSE NUMBERING SYSTEM
 - 10.j.** PETITION PROCEDURES AND GRADUATE STUDENT APPEALS COMMITTEE
 - 11.k.** ACADEMIC INTEGRITY

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GENERAL POLICIES AND REGULATIONS

It is the responsibility of every graduate student to know and comply with all of the policies, procedures, and regulations of the College of Graduate and Professional Studies. Failure to read this Catalog and understand its contents does not excuse any graduate student from the requirements, policies, procedures, and regulations described herein. All application materials become the property of Indiana State University and are not returned to the student.

ADMISSIONS

ADMISSION TO THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

Indiana State University has two main categories of admission, degree-seeking and non-degree-seeking. In all cases, applicants must submit one official transcript from each undergraduate and graduate institution attended (this includes any college course work attempted). Transcripts will be accepted as official only when they are sent directly to the College of Graduate and Professional Studies from the registrar of the institution. The College of Graduate and Professional Studies must receive a fully completed Graduate Admission Application with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

ADMISSION TO THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES: DEGREE-SEEKING APPLICANTS

Admission to Master's Degree Programs

Regular Admission

Regular admission status to a master's program, upon the recommendation of an academic unit, may be granted to an applicant who meets the minimum admission requirements of that academic unit as approved by the College of Graduate and Professional Studies and Indiana State University. The minimum requirements for graduate admission are:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.7 in all undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the last 60 credits of undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the applicant's major field of study; or have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level.
3. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.
4. Satisfy and/or meet any and all additional admission requirements of the [department/program](#) where admission is sought.
5. Submit to the College of Graduate and Professional Studies a fully completed [Graduate Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

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Conditional Admission

Conditional admission is intended for those students whose undergraduate record does not reflect their current capacity to do graduate work. In those circumstances conditional admission status, upon the recommendation of the academic unit, may be granted. Conditional admission has a maximum time limit of one academic year. A final admission decision shall be reserved by the academic unit until an applicant's performance has been evaluated after one academic year of enrollment. The minimum requirements for conditional admission are:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).*
2. Have earned a minimum cumulative grade point average of 2.3 in all undergraduate course work; or have earned a minimum cumulative grade point average of 2.5 in the last 60 credits of undergraduate course work; or have earned a minimum grade point average of 2.5 in the applicant's major field of study.
3. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.
4. Complete nine to 12 credits of undergraduate or graduate courses prescribed by the applicant's chosen academic unit at Indiana State University, and achieve a minimum cumulative grade point average of 3.0 during the first academic year.
5. Satisfy and/or meet any and all additional admission requirements of the [department/program](#) where admission is sought.
6. Submit to the College of Graduate and Professional Studies a fully completed [Graduate Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

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*Students applying from non-accredited institutions may not be granted regular admission status. However, conditional admission status, upon the recommendation of the academic unit, may be granted.

Admission to Doctoral and Educational Specialist Degree Programs

Regular Admission

Regular admission status to a doctoral program or educational specialist degree, upon the recommendation of an academic unit, may be granted to an applicant who meets the minimum admission requirements of that academic unit as approved by the College of Graduate and Professional Studies and Indiana State University. The minimum requirements for graduate admission are:

1. Hold a master's degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution), unless applying to a department/program that accepts students with undergraduate degrees. In the latter case, an applicant must, at a minimum, meet the regular admission requirements for a master's candidate (see *Admission to Master's Degree Programs*).
2. Have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate or undergraduate level.
3. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.

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4. Satisfy and/or meet any and all additional admission requirements of the [department/program](#) where admission is sought.
5. Submit to the College of Graduate and Professional Studies a fully completed [Graduate Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

Conditional Admission

Conditional admission is intended for those students whose previous academic record does not reflect their current capacity to do doctoral level work. In those circumstances conditional admission status, upon the recommendation of the academic unit, may be granted. Conditional admission has a maximum time limit of one academic year. The academic unit shall reserve the final admission decision until the evaluation of an applicant's performance after completion of one academic year. The minimum requirements for conditional admission are:

Hold a master's degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution), unless applying to a department/program that accepts students with undergraduate degrees. In the latter case, an applicant must, at a minimum, meet the regular admission requirements for a master's candidate (see *Admission to Master's Degree Programs*).

1. Have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level.
2. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.
3. Satisfy and/or meet any and all additional admission requirements of the [department/program](#) where admission is sought.
4. Complete nine to 12 credits of undergraduate or graduate courses prescribed by applicant's chosen academic unit at Indiana State University, and achieve a minimum cumulative grade point average of 3.0 during the first academic year.
5. Submit to the College of Graduate and Professional Studies a fully completed [Graduate Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

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Additional Requirements for Admission of International Students

International applicants, in addition to meeting the appropriate admission requirements in the respective admission categories as described in other sections of this Catalog, must submit the following:

1. Official academic records (transcripts) demonstrating successful completion of a baccalaureate degree granted by a recognized institution. Academic records from all universities attended must be received in English and the native language.
2. Official Test of English as a Foreign Language (TOEFL) score of a minimum of 550 on the regular examination or 213 on the computer-based examination or 80 on the iBT version; or a minimum score of 6.5 in the International English Language Testing System (IELTS); or Graduate Record Examination (GRE) verbal scores with a minimum score of 149 (or 440 prior to August 2011); or a minimum of 30 credits of earned undergraduate credits at a regionally accredited college or university in the United States or recognized English-speaking colleges or universities approved

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by the College of Graduate and Professional Studies; or an undergraduate or graduate degree from a regionally accredited institution in the United States. Applicants from English-speaking countries or former British colonies may be exempted from the above requirements.

3. An Affidavit of Financial Support (United States Department of Justice Form I-134 or equivalent documentation).
4. Submit to the College of Graduate and Professional Studies a fully completed [Graduate Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).
5. Provide on the application for admission a complete educational history from secondary school or the thirteenth year through the highest level of education completed. Failure to list all institutions attended and the date of attendance could result in denial of admission or academic dismissal.

It should be noted that some academic units may have higher and/or additional admissions requirements.

ADMISSION TO THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES: NON-DEGREE SEEKING APPLICANTS

Admission to Education Licensure, License Renewal, or Transition to Teaching Programs

Initial Licensure (Educational Leadership Administrative License only), License Renewal or Professionalization

To be considered for admission into these program, applicants as a minimum must:

1. Possess a valid (current or expired) State of Indiana Instructional License and meet any additional requirements, in their chosen area of interest.
2. Submit to the College of Graduate and Professional Studies a fully completed [Non-Degree Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).
3. Contact the Indiana State University Education Student Services Office (812-237-3131) for appropriate advising prior to enrolling in any courses toward this license.

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Transition to Teaching for Secondary Education (Grades 6-12)

The Secondary Education Program is a graduate level cohort model consisting of 18 credits of study and related teaching experiences over a period of one year. To be considered for admission applicants, as a minimum, must:

- a.1.** Possess a graduate degree, in the chosen subject area of interest, from a regionally accredited institution; or possess a bachelor's degree from a regionally accredited institution with a cumulative grade point average of 3.0; or possess a bachelor's degree from a regionally accredited institution with a minimum cumulative grade point average of 2.5, and have a minimum of five years experience in the subject area that applicants teach or plan to teach.
- b.2.** Meet the testing requirements mandated for licensure by the Indiana Department of Education.

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3. Submit to the College of Graduate and Professional Studies a fully completed [Non-Degree Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).
4. Contact the Indiana State University Education Student Services Office (812-237-3131) for appropriate advising prior to enrolling in any courses toward this license.

Admission for Certificate, Guest (Special) and Unclassified Students

ISU Certificate Programs Admission

This category is intended for applicants who wish to earn non-degree certificates issued by Indiana State University. To be considered for admission into ISU certificate programs applicants must:

1. Posses an undergraduate or graduate degree from a regionally accredited institution.
2. Submit to the College of Graduate and Professional Studies a fully completed [Non-Degree Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).
3. Meet any and all requirements of the academic unit offering the chosen [program](#).

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Guest (Special) Admission

Guest (special) admission status is intended for students enrolled in graduate programs at other institutions who wish to take graduate courses at Indiana State University for transfer and/or other purposes. The maximum number of credits under this category of admission shall not exceed 12 per student. Upon recommendation of an academic unit, a student enrolled at another institution may be granted guest (special) admission status. In order to be considered for such admission status in the College of Graduate and Professional Studies an applicant must:

- a.1. Be in good standing (i.e. not under probation, suspension, and/or expelled), and enrolled in, or must have been admitted to, graduate school by a regionally accredited institution in the United States.
- b.2. Have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level. If applicant is an undergraduate who has been offered admission to graduate school by another institution, but has not taken any graduate courses at the time of application, then the applicant must:
 - a. Submit official transcripts showing a minimum cumulative grade point average of 2.7 in all undergraduate course work; or submit official transcripts showing a minimum cumulative grade point average of 3.0 in the last 60 credits of undergraduate course work; or submit official transcripts showing a minimum grade point average of 3.0 in applicant's major field of study.
3. Submit to the College of Graduate and Professional Studies a fully completed [Non-Degree Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

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Unclassified Student Admission

Unclassified student admission status is intended for applicants who wish to take a limited number of graduate courses for various reasons but are not seeking admission to pursue a degree, educational licensure, or an ISU certificate. A maximum of 12 credits taken as an unclassified student may be transferred to a degree program. Upon approval of an academic unit applicants may be permitted to take certain graduate courses on a semester-to-semester basis, depending on availability of space and the applicant's academic performance. To be considered for admission with an unclassified status, applicants must meet the following minimum requirements:

1. Posses an undergraduate or graduate degree from a regionally accredited institution.
2. Submit to the College of Graduate and Professional Studies a fully completed [Non-Degree Admission Application](#) with a non-refundable admission application fee (payable by cash, credit card, money order, or check to Indiana State University).

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AUDITING GRADUATE COURSES

Students who wish to audit a graduate course for no credit must obtain written permission from the instructor of the course, the chairperson of the department which offers the course, and the dean of the College of Graduate and Professional Studies during the add period. Permission to Audit forms are available in the College of Graduate and Professional Studies. Permission may be denied at the professor's discretion. Those who audit do so for the purpose of hearing and seeing only; they do not have the privilege of participating in class discussions, laboratory work, or field work. They do not take tests, submit term papers, or **receive grades**. Students who audit a course will not appear on grade rosters and no notation of the audit will be made on the student's transcript. A student may not transfer from audit to credit or from credit to audit. A fee will be assessed per credit hour.

ENROLLMENT IN A GRADUATE COURSE AS AN ISU SENIOR

A senior student at Indiana State University with an overall grade point average of 3.0 or above may be granted permission to enroll in a limited amount of 500-level graduate courses with approval of the student's advisor, graduate program representative, and the dean of the College of Graduate and Professional Studies. Once approved, the registration form must be taken to the Office of Registration and Records for processing.

GRADUATION

REQUIREMENTS FOR EARNING THE MASTER'S DEGREE

A master's degree is awarded to a student upon successful completion of one of the graduate curricula in this Catalog, earning a minimum of 32 credits of graduate credit for non-terminal degree programs and as many as 93 for terminal degree programs. Students must conform to all rules and regulations of the College of Graduate and Professional Studies as well as meet all of the requirements of the student's chosen academic department/program. Generally, requirements include completion of a minimum of 18 credits in the major and six credits outside the major. At least one-half of the credits required for the degree must be earned in courses numbered 600 or above. Research experience and/or a culminating experience are required of all programs leading to the master's degree and must be satisfactorily

completed. Neither the research experience nor the culminating experience may be transferred from one master's degree program to another by a student who wishes to pursue a second master's degree. It must be noted that the degree requirements of certain programs exceed the minimum standards of the College of Graduate and Professional Studies. Therefore, the student should contact the appropriate department chairperson or program director for information about specific program requirements.

Progress Toward Degree

During the period of study leading to the master's degree, a graduate student must show evidence of sound scholarship. The following standards must be met to retain good standing as a graduate student:

- a.1. Maintain a GPA appropriate for graduate work (standards are program specific)
- b.2. Continuous enrollment in graduate work. Any student admitted to the College of Graduate and Professional Studies and to a department who has not enrolled and received graduate credit for work at Indiana State University for a period of two consecutive years will be required to re-apply for admission.
- c.3. Meet program completion expectations within seven years. Students who exceed the standard timeline should consult with the College of Graduate and Professional Studies.
- d.4. Have no encumbrances on his/her record.

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Thesis Expectations

A thesis, if required by the master's program, should be the result of scholarship that contributes to the discipline. A Thesis Committee form must be submitted and approved one semester prior to the proposal defense. A thesis committee consists of three graduate faculty and includes no more than one special purpose faculty. Students are expected to defend their thesis proposal at least one semester prior to the final thesis defense. Thesis requirements include registration for the minimum credits stipulated by the program. In preparing the thesis, the candidate should read carefully the material found in this section and follow the procedures outlined in the chapter on Regulations. Continuous enrollment during the fall and spring semesters is required until a student has completed all degree requirements and all documents are submitted to and accepted by the College of Graduate and Professional Studies, regardless of whether a student is in residence or is away from campus. Only students who apply for August graduation must register in the summer.

SECOND MASTER'S DEGREE

A student with a master's degree from an accredited institution may apply for admission to a second master's degree program for the purpose of completing a new major area of graduate study. Students admitted to such programs are directed to the appropriate department chairperson or program director who may accept up to 30% of the minimum credits required from the student's first master's degree program as transfer credit. Credits applied from the previous master's degree can be older than seven years. The statute of limitations of seven years (see *Progress Toward Degree*) applies on all other credits. All regular requirements for the master's degree program also must be met. Second master's degree programs must include a new research component or culminating experience, neither of which can be transferred from the first master's degree program.

REQUIREMENTS FOR EARNING THE DOCTORAL AND EDUCATIONAL SPECIALIST DEGREE

The doctoral degree is conferred only upon those students who have completed, with high distinction, a period of intensive study in a selected field. Candidates must have gained a thorough knowledge of the materials in the field, mastered the method of advanced study, and demonstrated this mastery through a dissertation or research project. The educational specialist is regarded as an advanced practitioner's degree and as such, is a continuation of work completed in pursuit of the master's degree in the area in which it is sought. The following standards must be met to retain good standing as a graduate student:

- a.1. Complete a program specific minimum number of credits of graduate course work at a program specific GPA with at least one-half of the work toward the doctorate in courses numbered 600 or above.
- b.2. Complete all general and academic requirements of the College of Graduate and Professional Studies as well as specific requirements of the student's chosen degree program.
- c.3. Have no encumbrances on his/her record.

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Progress Toward Degree

During the period of study leading to the doctoral or educational specialist degree, a graduate student must show evidence of sound scholarship. The following standards must be met to retain good standing as a graduate student:

1. Maintain a GPA appropriate for graduate work (standards are program specific and should be articulated at the onset of enrollment in a program of study approved by the program director).
- 1.2. Continuous enrollment in graduate work. Any student admitted to the College of Graduate and Professional Studies and to a department who has not enrolled and received graduate credit for work at Indiana State University for a period of two consecutive years will be required to re-apply for admission.
- 1.3. Meet program completion expectations within nine years (eight years for Ed.S). Students who exceed the standard timeline should consult with the College of Graduate and Professional Studies.
- 1.4. Have no encumbrances on his/her record.

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Research Proficiency

Evidence of proficiency in appropriate research tools is expected of all doctoral candidates. Such proficiency shall be determined and judged by each candidate's academic program or department. The College of Graduate and Professional Studies does not require and/or administer proficiency examinations of any kind. However, individual academic units may, at their discretion, require, establish, and administer their own proficiency examination(s). Any research proficiency requirement (such as foreign language, computer applications, or statistics) shall be established by the candidate's major department.

DOCTORAL PROGRAMS WITH A DISSERTATION REQUIREMENT

Doctoral Committee

Early in the student's program, upon the student's formal request and supported by the recommendations of the advisor, a doctoral committee is appointed (students should be in consultation with the advisor to ensure the doctoral committee meets the specific program requirements). The doctoral committee consists of a minimum of three members of the graduate faculty appointed in the same manner that the advisor was appointed. One of the doctoral committee members must be from outside the student's major area and the committee may include no more than one non-tenure track faculty. The doctoral committee conducts examinations, supervises the dissertation, and recommends the student for the degree to the dean of the College of Graduate and Professional Studies. The dean of the College of Graduate and Professional Studies is an ex-officio member of all committees.

Qualifying Examination

The student must satisfactorily pass program specific examinations. The department will set dates for the administration of the examinations. The examination(s) will be prepared according to regulations established by the various departments and follow evaluation procedures developed by the program. The evaluation results will be certified by the appropriate department chairperson, the appropriate dean, and the dean of the College of Graduate and Professional Studies. When there is disagreement at the program level resulting in lack of consensus regarding overall performance, the case will be referred to the department chairperson and dean of the College of Graduate and Professional Studies. The preliminary examinations will be evaluated according to program criteria (which may allow for a single retake) as follows:

1. Pass.
- ~~1-2~~ Fail. Eligible for re-take pursuant to program rules.
- ~~1-3~~ Fail. Student is ineligible for a re-take and eliminated from the program.

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When the student has met all requirements for candidacy, the chairperson of the committee will recommend to the department chairperson, to the appropriate dean, and to the dean of the College of Graduate and Professional Studies that the student be approved for admission to candidacy. Upon approval, the dean of the College of Graduate and Professional Studies notifies all concerned.

Admission to Candidacy

A student cannot and does not become a candidate for a doctoral degree until such time as he/she has been formally admitted to candidacy. Admission to candidacy must be based on the following:

1. Academic record with specific coursework and other program requirements satisfied.
- ~~1-2~~ Successful completion of the qualifying exam.

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Dissertation

A dissertation, required of all candidates for the doctor of philosophy and doctor of psychology degrees, is the result of an original investigation which makes a contribution to knowledge of sufficient significance to justify its publication. The Dissertation Committee form must be submitted and approved by the College of Graduate and Professional Studies prior to scheduling the proposal

defense. Students are expected to defend their proposal at least one semester prior to defending the dissertation. In some programs, students are advised to defend their proposal even earlier. Dissertation requirements include registration for the minimum dissertation credits stipulated by the program. In preparing the dissertation, the candidate should follow the [Steps for Completing a Thesis or Dissertation](#). Continuous enrollment during the fall and spring semesters (e.g. program approved course) is required until a student has completed all degree requirements and all documents are submitted to and accepted by the College of Graduate and Professional Studies. Only students who apply for August graduation must register in the summer. Formal approval of the dissertation proposal is accomplished after admission to candidacy. Registration for dissertation credit may only occur following admission to candidacy and/or advisor approval. Late registration (under no penalty) for dissertation credits may be approved by the dean of the College of Graduate and Professional Studies during the semester of admission to candidacy.

Dissertation Proposal

After admission to candidacy, and under the direction of the dissertation committee, the student prepares and submits a dissertation proposal for approval by the student's committee, the appropriate academic dean, and the dean of the College of Graduate and Professional Studies. The proposal, as completely and explicitly as possible, describes the proposed original scholarship for the dissertation.

Dissertation Defense

At least nine weeks prior to the date the degree is to be conferred and at least two weeks prior to the final oral examination, copies of the dissertation should be made available to all members of the student's doctoral committee. The oral examination may be set at any date convenient to the committee and the student, providing the University is officially open, but must be at least seven weeks (six weeks during the summer session) prior to the date the degree will be conferred. The time and place of the examination, together with the names of the student, the doctoral committee, and chairperson or dissertation director, and the title of the dissertation must be submitted to the College of Graduate and Professional Studies at least one week prior to the defense. The College of Graduate and Professional Studies will post notification to the campus community. Attendance at the defense is open to any member of the campus community. Other interested individuals may attend the examination at the discretion of the committee chairperson. No later than six weeks (five weeks during the summer session) prior to the date the degree will be conferred, the chairperson of the student's doctoral committee will certify to the department chairperson, the appropriate dean, and the dean of the College of Graduate and Professional Studies the report of the doctoral committee on the oral examination. The College of Graduate and Professional Studies must approve the final copy of the dissertation. The student must deliver a PDF of the approved dissertation (after all required changes/revisions including a final format and technical review of the PDF file by the College of Graduate and Professional Studies) and one original paper copy of the signature page (Approval of Thesis or Dissertation Defense form) to the College of Graduate and Professional Studies. (See additional requirements related to dissertation in section below.)

Graduation

A student enrolled in a doctoral degree program requiring a dissertation must take the following steps toward graduation:

1. Apply for graduation by the published deadline for the semester/term in which graduation is anticipated.
- ~~1-2~~. Complete the culminating experience and defend it in an examination before the student's doctoral committee and any other interested members of the graduate faculty.
- ~~1-3~~. Make any changes in the dissertation as directed by official action of the student's doctoral committee and the College of Graduate and Professional Studies.
- ~~1-4~~. Obtain approval (Approval of Thesis or Dissertation Defense form) of members of the student's doctoral committee, department chairperson, dean of the appropriate college, and the dean of the College of Graduate and Professional Studies.
- ~~1-5~~. Deliver a PDF of the approved dissertation (after all required changes/revisions including a final format and technical review of the PDF file by the College of Graduate and Professional Studies) and one original paper copy of the signature page (Certificate of Approval) to the College of Graduate and Professional Studies. Students must adhere to the submission guidelines provided by the College of Graduate and Professional Studies. Submission guidelines are located on the College of Graduate and Professional Studies' Web site. Copyright may be secured. The student is responsible for all associated fees.
- ~~1-6~~. Pay all costs associated with publication of the abstract of the dissertation.
- ~~1-7~~. Remove any encumbrances and/or incomplete grades on his/her record.

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DOCTORAL PROGRAMS WITHOUT A DISSERTATION REQUIREMENT

Students enrolled in doctoral programs that do not require a dissertation are still responsible for demonstrating research proficiency through a culminating project. Students must consult with the doctoral committee about the research expectations.

Graduation

A student enrolled in a doctoral degree program not requiring a dissertation must take the following steps toward graduation:

1. Apply for graduation by the published deadline for the semester/term in which graduation is anticipated.
- ~~1-2~~. Complete the culminating experience and defend it in an examination before the student's doctoral committee and any other interested members of the graduate faculty.
- ~~1-3~~. Pay all costs associated with publication of the abstract of the dissertation.
- ~~1-4~~. Remove any encumbrances and/or incomplete grades on his/her record.

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AWARDING TWO OR MORE GRADUATE DEGREES

Two or more graduate degrees or certificates may be granted simultaneously provided all requirements for the degrees have been completed, no more than 30% of the coursework is shared between the degrees, and the research and/or culminating experiences (if required) are unique.

ISU offers several professional certificate programs and all certificates require no fewer than 12 credits. Since many students may chose to pursue a certificate as well as a formal degree program, all credits completed as part of a certificate program can be counted toward a subsequent or simultaneous degree award.

PREPARATION OF THESES/DISSERTATIONS

For the convenience of graduate students, the College of Graduate and Professional Studies has prepared a [Thesis and Dissertation Handbook](#). A thesis or dissertation should represent original scholarship. Expectations regarding the type of thesis/dissertation as well as the scope of the project will be determined by individual graduate programs and the thesis or dissertation advisor and committee.

Once the general area of research is determined through conference with the appropriate departmental faculty, the student begins the [steps for completing a thesis or dissertation](#).

- a.1.** Early in the student's program, upon the student's formal request and supported by the recommendations of the advisor, a thesis/doctoral committee is appointed. The thesis committee consists of three graduate faculty and includes no more than one non-tenured track faculty. The doctoral committee consists of at least five members of the graduate faculty (or at least three members of the graduate faculty in the College of Education and College of Technology) appointed in the same manner that the advisor was appointed. One of the doctoral committee members must be from outside the student's major area. No more than one non-tenure track faculty member may serve on the committee. The thesis/dissertation committee form must be submitted and approved by the College of Graduate and Professional Studies prior to scheduling the proposal defense.
- b.2.** Under the direction of the committee, the student prepares and submits a thesis or dissertation proposal for approval. The proposal, as completely and explicitly as possible, describes the proposed original scholarship for the thesis or dissertation. After successful completion of the proposal, the committee will sign the Approval of Thesis or Dissertation Proposal Form. If the research involves human subjects or animal subjects, approval from the appropriate ISU committee (Institutional Review Board, Approved Institutional Review Committees, or Animal Care and Use Committee) must be granted in writing, which requires a signed Thesis and Dissertation Proposal Form. The Approval of Thesis or Dissertation Proposal form along with a hard copy of the proposal document and, if required, approval of the appropriate institutional review board, must be presented to the dean of the College of Graduate and Professional Studies prior to any data collection. Master's students may register for course 699 (Thesis) only after formal approval of their thesis proposal and/or approval from their advisor. Doctor of philosophy students may register for course 899 (Dissertation) after admission to candidacy and/or approval from their advisor. Doctor of psychology students and Ed.S. students may register for course 799 (Ed.S. Advanced Thesis or Doctoral Project) after admission to candidacy and/or approval from their advisor.
- c.3.** Students must enroll for thesis or dissertation credit in course 699 (Master's Thesis), course 799 (Ed.S. Advanced Thesis or Psy.D. Doctoral Project), or course 899 (Ph.D. Dissertation). Once a student enrolls in course 699, 799, or 899, continuous enrollment during fall and spring semester is required until the student has completed all degree requirements, regardless of whether a student is in residence or away from campus. A student who applies to graduate in

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the summer must register for the appropriate summer term in course 699, 799, or 899 dependent upon degree program.

d.4. The student defends the thesis or dissertation at an open meeting, the time and place together with the names of the student, the committee, and chairperson or director, and the title must be submitted to the College of Graduate and Professional Studies at least one week prior to the event. To verify successful completion of the defense, the committee will sign and the student will submit an Approval of Thesis or Dissertation Defense form with the approved thesis/dissertation (described below).

e.5. The student delivers a PDF of the approved thesis or dissertation (after all required changes/revisions including a final format and technical review of the PDF file by the College of Graduate and Professional Studies) and one original paper copy of the signature page (Approval of Thesis or Dissertation Proposal) to the College of Graduate and Professional Studies. Students must adhere to the submission guidelines provided by the College of Graduate and Professional Studies. [Submission guidelines](#) are located on the College of Graduate and Professional Studies' Web site. Copyright may be secured. The student is responsible for all associated fees.

f.6. The College of Graduate and Professional Studies must approve the thesis or dissertation after the student's defense of the thesis. During preparation and final approval of the thesis/dissertation, the student has available for consultation, a staff member in the College of Graduate and Professional Studies. It is expected, however, that when the copy is presented to the College of Graduate and Professional Studies few corrections will need to be made.

g.7. Upon final approval of the thesis or dissertation, the thesis or dissertation committee chairperson submits a letter grade for the thesis or a "satisfactory" for the dissertation.

APPLYING FOR GRADUATION

Students who expect to complete a graduate degree during the academic year or subsequent summer must file an Application for Graduation in the College of Graduate and Professional Studies no later than October 1 for December (fall semester) graduation, or February 1 for May (spring semester) graduation, or February 1 for August (summer semester) graduation. Only students who meet these deadlines can be assured of having their names appear in the commencement program. In order to qualify for a degree, the student must complete all academic program requirements, all College of Graduate and Professional Studies requirements, and have submitted a completed Program of Study Form signed by the student, the student's advisor, and the dean of the College of Graduate and Professional Studies. While degrees are conferred in May, August, and December, commencement ceremonies are held only in May and December. Participation in commencement is not required but it is encouraged as a memorable part of the university experience. Candidates for the doctoral and educational specialist degrees must have completed all degree requirements prior to participation in a commencement ceremony. Students who only have internships remaining may participate in the appropriate ceremony. Those attending the ceremony may purchase or rent the appropriate cap, gown, and hood from the University Bookstore.

GRADING

GRADING

Letter grades indicating the quality of graduate course work completed and for which the credits earned can be applied toward graduation requirements generally can be interpreted as follows:

| <i>Grades</i> | <i>Points</i> |
|---------------|----------------|
| A+ | 4.00 |
| A | 4.00 |
| A- | 3.70 |
| B+ | 3.30 |
| B | 3.00 |
| B- | 2.70 |
| C+ | 2.30 |
| C | 2.00 |
| F | 0.00 |
| S | Satisfactory |
| U | Unsatisfactory |

Students must maintain the minimum grade point average as specified in their program to remain in the College of Graduate and Professional Studies, for admission to candidacy, and for graduation on any graduate degree program. Grades of "DP" (passing at time of drop) and "DF" (failing at time of drop) will be assigned to courses dropped after the fourteenth calendar day of the semester through the end of the tenth week of the semester. A grade of "W" will be assigned to officially withdrawn courses after the tenth week of the semester. "DP," "DF," and "W" grades will not be calculated in the student's grade point average.

The letter grades assigned for unsatisfactory course work at the time of drop or withdrawal during summer terms are "F" (failure) and "U" (unsatisfactory), for specially approved courses.

GRADE APPEAL

Basis for Appeal

A student may appeal a grade granted by any instructor of any course. The student may appeal the grade based on one of more of the following:

1. An error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same instructor.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards for that section of that course.
5. The assignment of a grade by a substantial departure from the written departmentally approved standards for a course.

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Informal Appeal

All students must follow the informal appeals process for questioning grades prior to engaging the formal appeal. In so doing, they are to, where possible, seek out the instructor for a face-to-face conversation. The instructor is encouraged to listen to the entirety of the student's case and then to consider whether the current grade is appropriate. Should no resolution occur, the student is required to contact the department chairperson. The chairperson is required to meet with the student one-on-one, to seek a conversation with the instructor one-on-one, and then highly encouraged to meet with the two of them together. Students must initiate their informal appeal within 30 working days of the posting of the grade. Should no resolution occur, the student may choose to engage the formal appeal process.

Filing a Formal Appeal

A formal appeal is made in writing to the dean of the college of the instructor, hereafter referred to as "the dean." When filing an appeal, a student must specify the basis of the appeal and do so within 30 working days of the conclusion of the informal appeal. The student must indicate one of the following:

1. The instructor is unable or unwilling to communicate with the student on the appeal and the informal appeal could not proceed.
2. No resolution resulted from the informal appeal process.

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The contents of the appeal should include as much of the relevant physical or electronic record as is possible for the student to collect. If the second basis (differential standards) is asserted, the student should provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made.

Verification of the Appropriateness of the Appeal

An instructor "cannot respond" if he/she has died or has suffered a debilitating physical or mental condition. For appeals to grades submitted by instructors who have been terminated, resigned, or retired, it is the dean's responsibility to manage the notification process. In doing so, the dean shall make three separate attempts at contact within 30 days with the last one in writing by registered letter to the last known address. If after ten working days of the dean receiving of the registered letter receipt, the instructor still refuses to discuss the grade appeal, the dean shall convene the Grade Appeal Committee.

If an instructor has denied the grade appeal after having met with the department chairperson, the dean must review the materials and discuss the matter with the student. The dean may choose to discuss the matter with the instructor, the chairperson, or both. If the dean cannot create a resolution satisfactory to the instructor and student, the dean shall convene the Grade Appeal Committee.

COURSE REPEAT POLICY

Graduate students receiving a grade of C+ or lower may retake a non-repeatable course a maximum of one time. Once repeated, both the original and new grade will be included in the student's grade point average. Both grades will remain on the student's transcript.

IN PROGRESS GRADE POLICY

An “in progress” grade (IP) can be used for graduate courses which require work of a continuing nature to extend over more than one semester. Upon completion of the course work, the instructor will assign a grade. A student changing from a program requiring a thesis/dissertation may, at the discretion of the major department, receive a grade “S” for the portion of the work completed. If a change of grade form is not submitted, any remaining “IP” grades on the transcript will be changed to “U” at the time of graduation or the designated time limits for completion of degree or an approved time limit extension. A student is not eligible to graduate with any “IP” grades remaining on their transcript.

INCOMPLETE GRADE POLICY

An incomplete grade (IN) may be given only at the end of a semester or term to those students whose work is passing but who have left unfinished a small amount of work—for instance, a final examination, a paper, or a term project which may be completed without further class attendance. When a grade of incomplete (IN) is assigned, the professor will specify, via Web grading, the work necessary to complete the course and receive a grade, the deadline date for completion, and the grade to be assigned if the work is not completed by the specified date. The date for completion will normally be within four weeks of the beginning of the next semester, but will not be longer than one calendar year. The sole exception is for graduate research courses, which will have no maximum deadline. In the event that the instructor from whom students receive an “IN” is not on campus, the disposition of students’ eventual grade resides with the appropriate department chairperson.

ACADEMIC RENEWAL

Indiana State University provides Academic Renewal as an option to returning applicants who have been out of school for a significant period of time and whose previous academic performance may not be indicative of the academic work of which they are now capable. Academic renewal recognizes that such students are often hampered by a previous, low grade point average and it offers them the opportunity to complete a graduate degree program.

While a student who has successfully petitioned the dean of the College of Graduate and Professional Studies for academic renewal may be permitted to graduate as an exception to the existing grade point average guidelines, the overall grade point average and transcripts will remain unchanged. The following conditions apply:

1. One or more years must have passed between the student’s previous enrollment in an ISU graduate program and the current term of readmission to the student’s initial program of application; OR one or more years have passed between the student’s previous enrollment in an ISU graduate program and the current term of readmission to a new program. Department review is required.
- ~~1-2.~~ Academic Renewal can occur only once, and it is irreversible.
- ~~1-3.~~ All academic requirements in place at the time of readmission must be met.

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14. Students who have completed all degree requirements, met the minimum grade point average, and earned no grades lower than a “B” (3.0) following readmission will be graduated as an exception by a memorandum from the dean of the College of Graduate and Professional Studies to the Provost.

To apply for Academic Renewal, students should consult with the College of Graduate and Professional Studies.

RETENTION, TRANSFER, AND OTHER

RETENTION

A student whose grade point average drops below a 3.0 (or higher in certain programs) will be placed on probation, suspended from graduate study, or dismissed from the College of Graduate and Professional Studies. The dean of the College of Graduate and Professional Studies, in accordance with the regulations of the student’s academic department and the College of Graduate and Professional Studies, will make decisions in such matters. In addition to academic standing, students may be removed from an academic program at the request of the program coordinator or department chairperson for failing to meet professional or licensure standards, or not meeting program specific expectations outlined in the catalog or a program’s student handbook. A student who is suspended from graduate study or dismissed from the College of Graduate and Professional Studies may request a review of the case by the Graduate Student Appeals Committee of the Graduate Council. A detailed process for the removal of a student from an academic program can be found: <http://www.indstate.edu/graduate/removal.pdf>.

CONTINUOUS ENROLLMENT / READMISSION AT ISU

Any student admitted to the College of Graduate and Professional Studies and to a department who has not enrolled and earned graduate credit for work at Indiana State University for a period of two consecutive years, except when there is an approved leave of absence, will have his or her admission automatically cancelled. In order to re-enroll in classes, a student whose admission has been cancelled must reapply for admission to the College of Graduate and Professional Studies and the department/program of interest. Students who are readmitted in the above manner will be governed by the policies and regulations in effect at the time of readmission.

LEAVE OF ABSENCE

Students in good standing in his/her respective program, prior to suspension of enrollment, may apply for a leave of absence. Applications must be approved by the graduate committee, program director, and Dean of the College of Graduate and Professional Studies. Reasons for leave of absence may include military service, illness, family medical leave, etc.

TRANSFER CREDIT

General Information

Work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

- i.1. Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the International Programs and Services Office before being considered for transfer into an ISU degree program.
- ii.2. The research requirement must be taken at Indiana State University. Graduate credits appropriate to the degree taken at Indiana State University may be accepted for transfer at the recommendation of the department or program.
- iii.3. Transfer credit requests on courses that are not part of a completed graduate degree, licensure, or post-bachelor's certificate program and that were taken outside of the time-to-degree completion guidelines, must be sent to the College of Graduate and Professional Studies. Each department or program is responsible for evaluating the currency of the student's knowledge from courses presented for transfer.
- iv.4. Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for masters, eight years for education specialists, and nine years for doctoral degrees).
- v.5. Credit may be transferred, but grades earned in courses taken at other institutions do not transfer.
- vi.6. Only graduate courses in which a student has earned a grade of B (or 3.0 on a 4.0 scale) or better may be considered for transfer.
- vii.7. Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option are not accepted as transferable unless approved by the department or program.

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Master's Degree Transfer Information

- a.1. Master's programs in the College of Graduate and Professional Studies will accept for transfer a maximum of nine credits for programs that require fewer than 40 credits, 12 credits for programs that require 40-49 credits, and 15 credits for programs that require more than 49 credit. Such credits, however, must be earned at an institution that is regionally accredited to award graduate degrees. No course in which a grade lower than a "B" (3.0 on a 4.0 scale) was earned will be accepted for transfer. Furthermore, transfer work must meet the standards for the credits earned at Indiana State University. All transfer credits must be appropriate to the particular program in which the student is enrolled.
- b.2. Individual graduate programs may set lower limits on transfer credit and therefore students should consult with the appropriate director or department chairperson for such information.

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Doctoral or Educational Specialist Degree Transfer Information

No specific rule regulates the number graduate credits that are transferable from other institutions approved by the appropriate regional accrediting agency to offer graduate work leading to an advanced degree beyond the master's degree. However, doctoral programs may set a limit on maximum number of transfer credits, thus students should review transfer information at the program level. The dissertation and a minimum of 30 credits of work, exclusive of the first 32 credits, must be taken in residence on the Terre Haute campus. Graduate work which has been completed previously will be

evaluated by the program or department to determine what credits are applicable to the student's program. Graduate credits earned more than seven years prior to admission to the program will not count toward fulfilling the minimum credit requirements for the doctoral degree.

Educational Specialist's Degree

A student working toward the educational specialist degree may transfer up to 39 graduate either applied to a completed master's degree, or to an administrative license or certificate issued by a state department of education. Courses must be approved in advance by the department's admission committee or the advisor, in light of guidelines established by the committee.

ASSESSMENT OF PRIOR LEARNING

Select graduate programs may provide students with an opportunity to receive a limited amount of graduate credit as a result of an appropriate and rigorous assessment of prior learning which would ordinarily include the submission of documentary evidence such as a professional portfolio or a comprehensive examination.

Students must be enrolled at ISU and have departmental consent to be eligible for credit by assessment of prior learning. If a student's performance on the departmental assessment meets or exceeds departmental standards, credit will be granted. Students who earn credit through an assessment of prior learning do not receive a letter grade.

No student may earn more than 30% of their total graduate credits through the assessment of prior learning. In addition, the combined total of transfer credit and assessment of prior learning may not exceed 30% of the total minimum credits required for the program. As such, Master's programs in the College of Graduate and Professional Studies will accept credits for transfer and/or prior learning that have been approved by the department and College of Graduate and Professional Studies for a maximum of nine credits for programs less than 40 credits, 12 credits for programs that require 40-49 credits, and 15 credits for programs that require more than 49 credits. Departments with specialized programs may seek an exception to this policy by petitioning the College of Graduate and Professional Studies through the Graduate Council. All associated testing fees, protocols, and related policies for the assessments are determined by the University Testing Office and approved by the University Board of Trustees. All students earning credit are additionally required to pay the standard credit by exam fee per hour earned as determined by the University Board of Trustees. All program proposals for a credit bearing assessment of prior learning are to be approved by the Graduate Council.

STUDENT WITHDRAWAL

The University recognizes that numerous circumstances may arise which will necessitate a separation of the student from the institution for a semester. If a student leaves without properly withdrawing, the absences from class will be justification for the grade of "F" to be assigned for the courses in which the student is enrolled.

Students who participate in registration must initiate a semester withdrawal if they elect not to attend any classes during the session for which they are registered. To withdraw from a semester, a student must complete a Withdrawal form and submit it to the Office of Registration and Records. Refund

schedules can be found in the Schedule of Classes and on the web site of the Office of Registration and Records at www.indstate.edu/registrar. Withdrawals occurring and processed beyond the tenth week of classes are assigned a W.

STUDENT LOAD

A full-time course load is considered to be nine credits during the fall and spring semesters. During a regular semester the maximum course load, graduate courses or any combination of graduate and undergraduate courses, is 12 credits. In the summer terms, a student is allowed to earn no more than a total of 15 credits. However, upon the approval of a student's academic advisor, the department chairperson, and the dean of the College of Graduate and Professional Studies a student may be permitted to enroll in additional credits beyond the limits indicated above. Full-time graduate assistants must maintain full-time enrollment as outlined in the Graduate Assistantship and Scholarship/Fee Waiver Award Guidelines. Except for unusual circumstances, a class load of 12 credits per semester will not be exceeded. Part-time graduate assistants must enroll in a minimum of nine credits each semester and one credit per summer session.

STUDY WEEK

Study Week is intended to encourage student preparation for final examinations given during the final examination week, but class attendance is expected. No examination of any kind, including quizzes that count for over four percent of the grade, shall be given during Study Week preceding Finals Week. Papers due during Study Week shall be specified in the class syllabus handed out to the student at the beginning of the semester. The student is responsible for notifying the Student Government Association of a violation of any of the above terms. The Student Government Association will take the correct procedures for informing the faculty member and the academic department chairperson of the failure to comply with the terms of the Study Week policy. The student's name will be confidential to the Student Government Association. Examination for laboratory, intensive, mini-courses, or summer sessions are permitted.

COURSE NUMBERING SYSTEM

Courses bearing the Catalog number 500 or above carry graduate credit. Those numbered in the 500 series may also have 400 counterparts, which are open to undergraduate students. A course taken at the 400 level for undergraduate credit may not be repeated at the 500 level for graduate credit without permission of the academic unit and the dean of the College of Graduate and Professional Studies. Courses numbered in the 600 series and above are open only to graduate students. At least one-half of the credits required for a graduate degree must be earned in courses numbered 600 or above. Courses numbered in the 700 and 800 series are designated for students in post-master's and doctoral programs.

PETITION PROCEDURES AND GRADUATE STUDENT APPEALS COMMITTEE

Students wishing to request an exception to any of the policies of the College of Graduate and Professional Studies should contact the assistant dean. The Graduate Student Appeals Committee considers academic petitions.

ACADEMIC INTEGRITY

Graduate students are expected to abide by the University's [Code of Student Conduct](#), which includes a statement about academic integrity. Issues of plagiarism discovered in a thesis, dissertation, or culminating project could result in withholding or revoking of the graduate degree.

File 6c

INDIANA STATE UNIVERSITY

GRADUATE ASSISTANTSHIP AND SCHOLARSHIP/FEE WAIVER AWARD GUIDELINES

Graduate Assistantships are provided as financial support for selected graduate students and to supplement students' graduate studies with experiences appropriate to their academic pursuits. Their objective is to facilitate progress towards a graduate degree, and assistantship regulations and procedures are designed to promote this academic objective.

1. ACADEMIC CRITERIA

To be eligible for an initial graduate assistantship, a student must:

- 1.a. have been admitted to a graduate degree program.
- 1.b. be enrolled as a full-time student (as defined under Section 2 below) at Indiana State University. Exceptions may be made for students enrolled in ISU-approved consortium programs.
- 1.c. have a minimum cumulative Grade Point Average (GPA) at the time of the award of 3.0 (or 3.3 in education Ph.D. programs). An undergraduate GPA will be used to assess eligibility for incoming first term students (i.e., 3.0).

Departments and academic programs may request an extra-ordinary exception to the above academic criteria for newly enrolled admitted full-time students without prior graduate courses by contacting the dean of the College of Graduate and Professional Studies in cases where a student may have a unique skill set, professional experience, or other quality that warrants special consideration.

To be eligible for reappointment of a graduate assistantship, a student must:

- 1.a. have a minimum cumulative GPA of 3.0 (or 3.3 in education Ph.D. programs) on earned graduate work at the time of award.
- 1.b. be enrolled as a full-time student (as defined under Section 2 below) at Indiana State University. Exceptions may be made for students who are enrolled in ISU-approved consortium programs.
- 1.c. maintain satisfactory academic progress.

1.2. SATISFACTORY PROGRESS (ENROLLMENT) CRITERIA

Graduate assistantships shall be awarded only to full-time students at either the full-time level (20 hours per week, 15 hours per week for clinical programs) or half-time level (10 hours per week).

Requirements for a student awarded either a full- or half-time assistantship include the following:

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- 1-a. Must earn a minimum of 18 credit hours per academic year. Exceptions:
 - 1-i. Students enrolled in their final semester of study may enroll in fewer than 9 credit hours, but no fewer than 3 credit hours.
 - 1-ii. Students serving as Teaching Assistants and teaching more than three credit hours may enroll in fewer than 9 credit hours, but no fewer than 6 credit hours in any given academic semester.
 - 1-iii. Students in clinical programs may earn fewer than 18 credit hours, but no fewer than 12 credit hours in any given academic year. A clinical program is defined as a Health or Allied Health Services provider program.
- b. Must earn a minimum of **one** credit hour during the summer term.
- c. Must work 20 hours per week for a full-time award and 10 hours per week for a half-time award. Students in clinical programs may also work 15 hours per week for a prorated award.

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1-3. TYPES OF GRADUATE ASSISTANTSHIP POSITIONS

Graduate assistantships are intended to provide students with professional experiences that complement their programs of study. As such, assistantship duties should be intentionally designed to enhance the educational experience of ISU students. For this reason, assistantships that support academic programs should be given the highest priority in the allocation and assignment processes. In an effort to provide general (not prescriptive) guidelines, four types of graduate assistantship (GA) positions are recognized by the guidelines: Teaching Assistantships, Research Assistantships, Clinical Interns, and Administrative Interns. All awards should clearly articulate the general responsibilities of the appointee at the time of the offer including any appointment that may combine one or more of the duties defined below. The definitions, duties, and general expectations for each are:

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- 1-a. Teaching Assistantships (TA). The TA position is defined as a GA whose responsibilities are instructional in nature and support the teaching mission of the university. A full time TA position would be primarily responsible for at-least 3 credit hours of classroom or laboratory instruction and/or the equivalent of associated responsibilities (e.g., course preparation, grading, organizational meetings, office hours, tutoring, program development, assessment, and/or support of instruction in other sections).
- 1-b. Research Assistantships (RA). The RA position is defined as a GA whose responsibilities are to support externally supported faculty research and/or an established research agenda consistent with the mission of the academic program, college or university. RA positions support the research mission of the university.
- 1-c. Clinical Interns (CI). The CI position is defined as a stipend funded placement in a clinical professional setting. CI appointments are closely associated with required clinical experiences in select programs.
- 1-d. Administrative Interns (AI). The AI position is defined as a stipend funded placement in an administrative office. The range of administrative activities will vary depending on the placement.

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1-4. TERM OF GA APPOINTMENTS

The term of the appointment begins the Thursday prior to the start of a given semester or term through the close of the grading period. Failure to meet the calendar responsibilities of the appointment may result in termination and/or the appropriate proration of the stipend. The performance of GA duties outside of the normal academic calendar will be funded through supplemental stipends (usually one-time-only payments)

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using departmental or external resources. The performance of duties outside of the published ISU academic calendar must be clearly articulated at the time of appointment.

4.5. TERM LIMITS

Table I (see Appendix) defines the maximum number of enrolled years (and/or its credit hour equivalent, which may vary slightly by program) for which a student may be eligible to receive a university funded assistantship. Exceptions to this rule will be at the discretion of the dean of the College of Graduate and Professional Studies.

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4.6. STIPEND AMOUNTS

Academic units must pay minimum stipend amounts, based on the student's degree level, in accordance with minimum stipends published annually on-line by the College. Revised GA floor values will be distributed as part of the normal annual allocation process to the colleges-ordinarily in December or early January. Ordinarily, the minimum stipends will increase annually based on the prior year's salary pool increase. The amount of any single increase will be rounded down to the nearest \$25.00 increment.

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7. TUITION FELLOWSHIPS

Students awarded assistantships are also provided tuition fellowships in recognition of their scholarly accomplishment. Tuition fellowships are part of the financial aid package, but are not related to services. For students awarded full-time assistantships, 9 hours of tuition waiver per semester (up to 18 credit hours per academic year), and up to 6 hours during the Summer may be awarded. For half-time assistantships, 4.5 hours of tuition waiver per semester (up to 9 credit hours of tuition waiver academic year), and 3 credit hours during the Summer may be awarded. The tuition fellowship is a partial waiver of standard fees and waiver values will be published on-line. Students remain responsible for all mandatory fees.

8. TERMINATION/RESIGNATION OF GRADUATE ASSISTANTSHIPS

Academic units which award assistantships are expected to monitor such awards regularly and immediately report any violation of these guidelines to the College of Graduate and Professional Studies. In addition, as a minimum, graduate assistants must be reviewed annually by the awarding unit. Assistantships shall be immediately withdrawn from students who:

- 4.a. do not make satisfactory academic progress as defined in section 2 of these guidelines
- 4.b. do not satisfactorily perform their assigned duties
- 4.c. fail to report to work
- 4.d. withdraw from school
- 4.e. are placed on academic probation, suspended, or expelled
- 4.f. violate Indiana State University academic policies (academic integrity, etc.)

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In order to terminate a graduate student assistantship, the supervising unit will give written notice to the student and copy the College of Graduate and Professional Studies. Notice should be given as soon as the Supervisor (program head, department chair) becomes aware of the problem. Termination may occur during

the academic term. The College of Graduate and Professional Studies will notify the appropriate campus office(s) (payroll, etc.) to immediately effect the termination. Students may appeal termination with the appropriate committee.

To resign an assistantship, a student must submit a resignation letter, indicating his/her last day of work to the appropriate administrator in the appointing unit. The appointing unit will forward a copy of the letter to the College of Graduate and Professional Studies, which will notify the appropriate campus office(s) (payroll, etc.) to immediately effect the resignation.

Assistants who resign prior to the last day to add a course (as published in the Class Schedule), but remain enrolled for courses, will be re-billed for tuition for that semester. Assistants who resign after the last day to add a course, but remain enrolled for courses, will not be billed for tuition for that semester.

9. SCHOLARSHIP/FEE WAIVER AWARDS

Depending on availability of funds within a given department or unit, a limited number of fee waivers are awarded on a competitive basis to students who meet the eligibility requirements for assistantships. Academic units which award scholarship/fee waivers are expected to monitor such awards regularly and immediately report to the College of Graduate and Professional Studies any violation of these guidelines.

- 1.a. Scholarship/fee waiver awards shall be immediately withdrawn from students who: are placed on academic probation, suspended, or expelled
- 1.b. violate Indiana State University academic policies (academic integrity, etc.)

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10. OTHER EMPLOYMENT

ISU graduate assistantships are intended to support the mission of academic departments and ISU programs, to facilitate student success through professional development and financial support, and enable students to focus primarily on the rigors of academic study. Graduate assistants are discouraged from seeking additional employment opportunities beyond the "GA." Full-time employees of ISU are ineligible for appointment as a graduate assistant. Part-time employees of Indiana State University may be eligible for concurrent appointments as GAs with the approval of the immediate supervisor, advisor (or department chairperson), and the dean of the College of Graduate and Professional Studies, insofar as total ISU responsibilities do not exceed 1 FTE. Exceptions to this guideline are at the discretion of the dean of the College of Graduate and Professional Studies.

(Approved by Grad Council February 2, 2006; Approved by Faculty Senate Executive Committee February 7, 2006)

(Revision approved by the Graduate Council February 12, 2007, Approved by faculty Senate Executive Committee March 20, 2007)

(Revised by the Graduate Council March 6, 2008)

(Revised and Approved by the Graduate Council, September 19, 2008, Approved by Faculty Senate, October 23, 2008)

(Revised and Approved by Graduate Council, September 15, 2009, minor amendments forwarded to Faculty Senate Executive Committee as an information item)

(Revised and Approved by Graduate Council, January 26, 2010, Approved by Faculty Senate, February 18, 2010)

(Revised and Approved by Graduate Council, February 26, 2013; forwarded to Faculty Senate Executive Committee as an information item)

(Revised and Approved by Graduate Council, September 17, 2013; forwarded to Faculty Senate Executive Committee as an information item)

Appendix

Table I: Assistantship Funding Term Limits (University Funded assistantships)

| DEGREE LEVEL | MAXIMUM TIME LIMIT |
|---|--------------------|
| 1. Master's (published degree requirements) = 36 or fewer credit hours | 2.0 years |
| 2. Master's (published degree requirements) = 37 - 54 credit hours | 3.0 years |
| 3. Master's (published degree requirements) = more than 54 credit hours and/or Teaching Assistants who teach more than one course per semester) | 3.5 years |
| 4. Master's of Fine Arts | 3.5 years |
| 5. Educational Specialist | 3.0 years |
| 6. Doctoral (with Master's degree required at entry) | 4.0 years |
| 7. Doctoral (with Bachelor's degree at entry) | 6.0 years |

File 7a

From: Jay Gatrell
Sent: Tuesday, September 17, 2013 3:24 PM
To: Steven Lamb
Cc: Christopher Olsen; Rusty Gonser; Robert Guell
Subject: ACTION ITEM: [Graduate Faculty Language Alignment](#)

Chairperson Lamb,

Please find the attached action item for the Senate Executive committee. As the language represents a change in handbook language, the policy needs approval by the full senate and BOT. The revision is the result of the handbook change relative to the definition of "regular faculty" at ISU.

If you have any questions, please feel free to contact me.

Jay

Jay D. Gatrell, Ph.D.

Dean of Research & Graduate Education

College of Graduate & Professional Studies

Editor, Applied Geography

File 7b
Indiana State University

FACULTY AND ACADEMIC POLICIES

GRADUATE FACULTY MEMBERSHIP

Graduate Faculty

The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high quality graduate education.

Regular Graduate Faculty

At the time of appointment (effective for all faculty appointed Fall 2007 or after) all faculty with terminal degrees will be granted graduate faculty membership. Current (as of Summer 2007) associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2010 using the standards in place prior to Fall 2007.

The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees and to serve on the Graduate Council and the subcommittees of the Council. Review of graduate faculty membership may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

An endorsement to chair theses/dissertations is granted separately from graduate faculty status by a vote of a departmental committee, approval of the department chairperson, college dean, and the Dean of the College of Graduate and Professional Studies. To qualify for the endorsement to chair thesis/dissertation committees graduate faculty members must work with a graduate mentor appointed by their department, serve on thesis/dissertation committees, and complete a graduate faculty workshop sponsored by the Graduate Council to develop knowledge of the thesis/dissertation process at ISU. Review of the endorsement to chair theses/dissertations may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

Emeritus Graduate Faculty

Faculty who are a regular member of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty thereafter.

Term-limited Graduate Faculty

An individual may be appointed for a limited period as a member of the graduate faculty. This faculty member must be at least one of the following:

1. Tenure-line faculty with an earned doctorate or other terminal degree in the field of specialization, or a tenure-line faculty who has an earned master's degree and has distinguished themselves in teaching, research, and/or service, but do not meet the requirements for Graduate Faculty membership; or
2. Regular with all but dissertation completed who are actively working toward a doctorate; or
3. Lecturers at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or
4. Professionals who are not tenure-line faculty at Indiana State University, but have expertise for specified graduate courses, or graduate committees.

A term-limited graduate faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A term-limited graduate faculty member will not be granted the endorsement to chair theses/dissertations.

The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees. Reappointment is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

Ex-Officio Graduate Faculty

Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as the person maintains the administrative position. All university administrators appointed prior to Fall 2007, who have a tenure-track faculty position and ex-officio graduate faculty membership will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

Appeal Procedure

In cases where an appeal is to be made the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed.

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