

**MINUTES**  
**Graduate Council Meeting**  
Monday, February 16, 2015, 3:00 p.m.  
University Annex Room 203

Present: Irene Aiken, Valerie Austin, Rebecca Bullard-Dillard, Ki Byung Chae, Rita Hagevik, Ann Horton-Lopez, Mary Klinikowski, Roger Ladd, Zoe Locklear, Larry Mabe, Michael Pennington, Karen Stanley, Tommy Thompson, Jennifer Twaddell, Jeffrey Warren

Absent: Nick Arena, Scott Billingsley, Betty Brown, Sherry Edwards, Roger Guy, Karen Helgeson, Beverly Vause, Velinda Worix

Guest: Mark Canada

**Call to Order**

- Dr. Irene Aiken called the meeting to order at 3:00. The agenda was approved by unanimous consent. The minutes of the January 26, 2015 meeting were approved.

**Procedures for School of Graduate Studies**

The following is the result of handbook changes brought up for discussion (see agenda):

**Commencement**

A graduate student may participate in commencement exercises if he or she has met all the requirements for graduation. These requirements include catalog listed and program listed requirements. **Students are to meet requirements of the catalog which were current at the time the students entered this institution or a subsequent catalog in consultation with a program director. A student moved to a subsequent catalog will not be allowed to revert back to any previous catalogs.**

When commencement takes place before final grades are processed, a graduate student may participate in commencement unless the Graduate Office or Registrar has been notified that the student will not meet all degree requirements by the last day of exams.

For programs leading to state licensure, program requirements change to meet state licensure requirements; it is possible that a degree candidate who may participate in commencement might not receive a licensure recommendation until updated licensure requirements are completed.

A graduate student is eligible to participate in the commencement ceremony that coincides with the semester during which he or she will complete all degree requirements. Specifically, if a graduate student will complete degree requirements during the fall semester, he/she is eligible to participate in the Winter Commencement and likewise for the spring semester. If he/she will complete degree requirements during the summer (i.e., between the end of the spring semester and the beginning of the fall semester), he/she is eligible to participate in the following Winter Commencement.

If a graduate student elects to receive his/her diploma in absentia, he/she must submit to the Registrar one month prior to graduation a written request that indicates the address to which the diploma will be mailed. The diploma will be mailed after commencement.

*NOTE: Highlighted portion also included in "Programs of Study" section.*

## **Concerning Appeals:**

*Change title and first paragraph of “Appeals” section to:*

### **Appeals (Excluding Honor Code Violations/Appeals)**

Graduate students may choose to file an appeal with The Graduate Appeals Committee (GAC), the “due process” body for all graduate students as designated by The Graduate Council except for Academic Dishonesty Appeals which are handled by the Office of Student Conduct.

Appeals may be made for the following: Extension of time to Degree, Credit reinstatement and/or transfer credit after the deadline, Grade Appeal (see Grade Appeal regulations section) and to Apply for Readmission after Dismissal.

*The remaining portion of the “Appeals” section remains the same.*

## **Concerning Student Academic Honor Code Violations/Appeals** *(all new, formerly Student Academic Honor Code)*

### **Academic Honor Code Violations/Appeals**

Graduate students are held to the [UNCP Academic Honor Code](#). Violations to the Honor Code are handled by the Office of Student Conduct. Students are responsible for knowing, observing to and reporting possible violations of the Academic Honor Code. Honor Code violation penalties and procedures are described at the [UNCP Academic Honor Code](#) link.

Documentation of all infractions will be placed in the student’s folder in the Office of Graduate Studies and indefinitely and in the Office of Student Conduct for ten (10) years.

## **Report from School of Graduate Studies**

- The next Graduate Research and Writing Academy will be held this Saturday, February 21
- Graduate School Open House, March 21 is a new effort being implemented by the Office of Graduate Studies. All program directors are to represent their area. Advertisements are being made announcing this event (newspaper and radio).
- Graduate Research Poster Session 2015: March 31. Please remind your students that proposals are due March 1.
- GEMS Report—the new Graduate Survey (initial draft—link was emailed): Program Directors were reminded that all UNC schools are adopting an exit survey for graduating graduate students. The survey will include a number of common items and campuses may add their own items. Data will be used by campuses and common item responses will be sent to GA. The Council was emailed the draft survey. Council members asked for the draft to be resent.
- Drs. Dillard and Aiken are working to increase international student interest. Dr. Aiken attended a seminar on IELTS (one of the English tests for non-native English speaking international students) and both met with the Dr. Mark Milewicz. Interim Director International Programs. The council is asked to please share any recruitment ideas with Irene.
- Poster Session Judging Revamp Report: Dr. Valerie Austin presented some ideas for the judging form for the Research Symposium poster judging. Discussion ensued.
- Program Directors were reminded to set up an appointment with the Dean to discuss their recruitment plans

## **Unfinished/New Business**

- Irene Aiken asked if anyone had ideas for recognizing graduating graduate students. MSN will have its first graduates this semester and hoped to gain ideas.

### **Announcements/Reminders**

- Remaining Grad Council Meetings for 14-15 (UC Annex room 203 at 3 pm): March 16 and April 20.
- Graduate Research Poster Session: March 31, 2015, 5:30 to 7:00 in UC Annex (set up at 5:00)
- Graduation Application Deadlines:
  - March 1 for fall 15 graduation
  - October 1 for spring 16 graduation
- Graduate Appeals Committee meeting: February 18
- Graduate Studies Spring Commencement: Friday, May 8, 2015
- Fall New Graduate Student Orientation: Saturday, August 15, 2015 in the Annex
- Withdrawal deadlines: Check Graduate Academic Calendar

*Check Graduate Academic Calendar for dates of importance*

**Next Meeting: Monday, March 16, 2015, 3:00, UC Annex Room 203**