

**Graduate Council  
Minutes  
September 11, 2019  
BA 205a - 8:00 am – 9:00 am**

In attendance: Jim Bailey, Steven Sylvester, Jonathan Westover, Reed Criddle, Violeta Vasilevska, Dan Waddington, Trevor Warburton, Chris Goslin, Maggie Tobar

Staff in attendance: Shauna Reher

The council approved the Graduate Council meeting minutes for April 10, 2019.

The following graduate faculty were approved:

College of Heath and Public Service

Virlana Johnson-Silva – Associate

Sara Flood – Full

Mark Hyde – Full

Karen Mulitalo – Associate

Jennifer Wegler – Associate

Nicole Swan – Associate

R. Jeffery Maxfield – Full

David McEntire – Full

School of Education

Ann Sharp – Full

Woodbury School of Business

Terrance Martin – Full

Jesse Howard – Professional

College of Humanities and Social Sciences

Megan Oka - Full

Todd Spencer - Full

Richard Hydo - Associate

Lexie Daley - Full

Graduate Student Continuation Forms and Process

Policy 510 states the following:

5.9 Once admitted and enrolled, graduate students shall maintain continuous registration during fall and spring semesters and during summer semester if required by the graduate program.

5.9.1 If graduate students cannot maintain continuous registration, they should file for a leave of absence through their graduate program.

5.9.2 Students who fail to maintain continuous registration and who have not been granted an official leave of absence shall be suspended from their graduate program. They shall be ineligible to register for future semesters unless they are readmitted through their graduate program's procedures. Additionally, in order to drop all courses for a semester in which the student is already registered the university requires the student to file a leave of absence.

Three forms have been developed to facilitate these processes.

### **Leave of Absence Form**

- If a graduate student wants to request a leave of absence from a graduate program and wants to reserve the student's place in the program, the student must complete the "[Graduate Student Leave of Absence Form](#)" and submit it to the student's graduate program director in person or via email for consideration. A leave of absence may be approved for a maximum of one year, e.g. if a student semester leaving is Fall 2020, then the semester returning must be no later than Fall 2021. The "Graduate Student Leave of Absence Form" is also used for students who have been admitted to a graduate program for a semester, but want to defer the start of the graduate program until a later semester.
- Approval of a leave of absence is at the discretion of the graduate program director and Director of Graduate Studies. If approved by the graduate program director, the graduate program director shall forward a pdf copy of the signed form via email to the Director of Graduate Studies for consideration. If approved by the Director of Graduate Studies, the Director of Graduate Studies shall forward the signed form via email to the Registrar's office. After receiving the form, the Registrar's office shall drop the student from the courses stated in the semester leaving section of the form.
- If approved, the student will be dropped from the courses in the semester leaving section of the form. If a leave of absence is not approved and the student does not continue in the graduate program, the student shall be removed from the graduate program, and the student would need to reapply for admission to the graduate program if the student wanted to reenroll.
- Leave of absence approval is subject to the student returning to the program in good standing at the semester returning date stated on this form. Failure to return during that semester would result in the student being removed from the program and requiring the student to reapply for admission to the graduate program if the student wanted to reenroll.

### **Withdrawal from Graduate Program Form**

- Students wanting to permanently withdraw from a graduate program should complete the Graduate Student "Withdrawal from Graduate Program Form," and submit it to the student's graduate program director. The graduate program director shall sign the form and email a pdf of the form to the Director of Graduate Studies. The Director of Graduate Studies shall forward the completed form to the Registrar's office. After receiving the form, the Registrar's office will drop the student from the courses stated in the semester leaving section of the form.

### **Removal from Graduate Program Form**

- In order to remove a student from a graduate program, the graduate program director shall complete the Graduate Student "Removal from Graduate Program Form," and submit a pdf copy of the signed form to the Director of Graduate Studies for consideration. If approved by the Director of Graduate Studies, the Director of Graduate Studies shall forward the signed form via email to the Registrar's office. After receiving the form, the Registrar's office shall drop the student from the courses stated in the semester leaving section of the form. A student removed from the graduate program would need to reapply for admission to the graduate program if the student wanted to reenroll.

- This form should be used to remove students from graduate programs who fail to maintain the minimum university or program graduate GPA requirements, failure to abide by Policy 541-Students Rights and Responsibilities Code, or failure to abide by other university policies or graduate program expectations.
- There was some discussion regarding the procedure for making students aware of this information. A canvas course available for students that some programs are using. It is optional for each program.
- Jim Bailey is working on a Graduate Faculty Handbook.