Approval of Graduate Council Minutes for April 10, 2019

Graduate Faculty Applications

College of Health 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

Graduate Student Continuation Forms and Process (See below):
Leave of Absence Form
In attendance: Jim Bailey, Susan Thackeray, Jeff Peterson, Reed Criddle, Violeta Vasilevska, Dan Waddington, Trevor Warburton, Elijah Nielsen

Staff in attendance: Shauna Reher, Debora Escalante

The council approved the Graduate Council meeting minutes for March 18, 2019.

The following graduate courses were approved:

- SW 6407 Advanced Social Work Ethics
- NSS 6600 State Responses to Terrorism-Counterterrorism in a Collaborative Environment
- NSS 6800 U.S. Military-Strategy and Structure
- ACC 6350 Management Control Systems

The following graduate faculty were approved for the School of Education:

- Axel Ramirez – Full
- Makenzie Selland – Full
- Bryan Waite – Full
- Susan Cox – Full
- Vessela Ilieva – Full
- Elaine Tuft – Full
- Mike Patch – Full
- Debora Escalante – Full
- Nancy Peterson – Full
- Trevor Warburton – Full
- Stan Harward – Full
- Kyle Reyes – Full
- Sandy Jay – Full

**Policy 524 – Graduate Program Credit and Graduation Requirements**

The Board of Regents recently approved Weber State University's Doctor of Nurse Practitioner degree program. The College of Health and Public Service is in the process of proposing a nurse practitioner degree program. The accrediting body for nurse practitioners will be requiring accredited programs to be offered at the doctoral level; therefore, it is proposed to offer UVU’s nurse practitioner program as a doctoral program rather than as a master’s program. Policy 524 needs to be revised to include doctoral level course numbering and graduation requirements.

The policy will also be amended to align completion time requirement of 5000-level courses with 6000-level courses since they are not currently aligned for completion time requirements. The policy will also add a student appeal process for completion time requirements and other possible listed exceptions to Policy 524 since student appeals processes for these areas do not currently exist.
Suggested Changes:
Revising Policy 524 will:
1) add credit hour requirements to graduate with a doctoral degree,
2) add course numbering parameters for doctoral courses,
3) align 5000-level and 6000-level time completion requirements,
4) add an appeal process for completion time limit and other specific exceptions to Policy 524.

Requested Approval from President’s Council: Entrance to Stage 1, Regular policy process.

Proposed Drafting Committee: Jim Bailey, Sabine Berlin, Alex Snyder, Chris Alldredge, 1 member from Graduate Council, 1 graduate program director. The graduate director for nursing will serve on the policy committee as well as Trevor Warburton from the Graduate Council.

A draft of the policy will be brought to the Graduate Council in fall.

The School of Education requested an exception to the six year time limit in the policy for one of their students. The policy states that a student may appeal under extenuating circumstances. The appeal for a time extension was approved with the condition that the student enter into an agreement to complete by the end of next spring.

Policy 65x Graduate Programs
Creation of a new graduate policy was discussed. With the expansion of the number of UVU graduate programs and with the increase in graduate policy responsibilities of graduate program faculty, we need to develop a graduate program policy to establish elected graduate program committees and to establish graduate program committee functions and processes. The policy will also address the appointments, reporting lines, and authority of graduate program directors.

Suggested Changes:
Creating a graduate programs policy will
1) Define graduate program faculty,
2) Establish faculty elected graduate program committees that also include a graduate student representative,
3) Establish graduate program committee functions including:
   a. Oversight of graduate program quality,
   b. Establishment and assessment of graduate program learning objectives,
   c. Approval of graduate program changes and course offerings,
   d. Recommendations of graduate course offering schedules,
   e. Review of graduate program budget and expenditures, ensuring that program expenditures are used in accordance with Board of Regents differential tuition policy R510-7.3.
   f. Review and recommend expansion or contraction of graduate program enrollments,
   g. Review and recommend changes in graduate course delivery methods, e.g. hybrid, online or places of delivery, e.g., locations away from campus.
   h. Create and approve graduate program admission, financial aid, and tuition waiver criteria as well as the rubrics used to assess applicants in these areas,
   i. Review and formally approve admission of graduate students into the graduate program in accordance with Policy 510,
j. Initiate appeals to the Graduate Council Appeals Committee for graduate program applicants who do not meet minimum university admission requirements but that the committee would like to admit,
k. Consider deferred enrollment requests in accordance with Policy 510.
l. Consider written appeals for graduate students suspended from the program for failing to maintain a 3.0 GPA in accordance with Policy 510,
m. Approve a graduate program appeals committee to consider admission appeals in accordance with Policy 510.

4) Establish processes for graduate program committee meetings,
5) Establish process for graduate faculty appointments to the graduate program committee,
6) Establish processes for graduate program director appointments, reporting lines, and authority.

The policy changes are not expected to impact university revenues or costs.

Requested Approval from President’s Council: Entrance to Stage 1, Regular policy process.

Requiring graduate director guidelines for each program was discussed. It is important that everyone understands their role and there are clear guidelines on operational procedures.

Jim Bailey will work on creating a graduate program handbook. Having a graduate faculty meeting at the beginning of each school year was also discussed. Jim will see if it is possible to hold it the same day as faculty convocation.

Additional things to consider were mentioned:
Should there be time limits on program directors?
Administrative assistants hired for a master’s programs being asked to perform other non-master’s related duties.
A program that spans different departments is different than a program that is housed in one department.
Graduate Student Leave of Absence, Withdrawal, and Removal From a Graduate Program

Continuous Registration Requirement
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.

Dropping All Courses
In order to drop all courses for a semester in which the student is already registered, the student must submit a Graduate Student “Leave of Absence Form” or a Graduate Student “Withdrawal From Graduate Program Form.”

Leave of Absence
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 the 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
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.

Grade Point Average and Student Code of Conduct Requirement
Policy 510 states the following:
4.12 Graduate students shall maintain a minimum cumulative 3.0 GPA to remain in their graduate programs.
4.13 Graduate students are subject to the Student Rights and Responsibilities Code contained in Policy 541 Student Code of Conduct, with the exception of 4.12 above and 5.10 and 5.11 below. 5.10 Graduate students whose cumulative GPA falls below 3.0 shall be placed on academic probation for the following semester. Students whose GPAs remain below 3.0 after the probation semester shall be suspended from their graduate program and shall not be permitted to register or attend graduate courses.
5.10.1 Graduate students who are suspended from a graduate program for failing to maintain a cumulative 3.0 GPA may appeal in writing to the director of the graduate program within 30 days of the suspension. Supporting materials and information justifying the request should be supplied.
5.10.2 The graduate program director shall present the written appeal to the program graduate faculty for consideration.
5.10.3 The decision of the program graduate faculty shall be final. 5.11 Graduate students suspended from the University for violation of 4.12, 5.10, or Policy 541 Student Code of Conduct, who wish to complete their program of study must apply for readmission to the applicable graduate program. The graduate faculty may review the reason for suspension when considering suspended students for readmission.

Removal of Student from Graduate Program
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.
Graduate Student
Leave of Absence Form

If you are requesting a leave of absence from your graduate program and want to reserve your place in the program, please complete this form and submit it to your graduate program director for consideration. A leave of absence may be approved for a maximum of one year. Approval of a leave of absence is at the discretion of the graduate program director and Director of Graduate Studies. If a leave of absence is not approved and the student does not continue in the graduate program, students shall be removed from the graduate program, and they would need to reapply for admission to the graduate program if they 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 require the student to reapply for admission to the graduate program.

All sections of this form must be completed, especially the semester returning section. If this form is approved, you will be dropped from all classes you are registered for in the “Semester Leaving” term stated below. Please see www.uvu.edu/leaveofabsence for additional information.

Student Name _____________________________________________________________________

UVID _______________________________ Date Submitted ____________________________

Student Email _________________________________ Student Telephone __________________

Graduate Program Name _____________________________________________________________

Semester Leaving _____________________ Semester Returning _________________________

Reason for Leaving (Examples: Medical, Millitary, Employment, Other).
_________________________________________________________________________________

If you want to authorize a spouse or parent to access your student records (e.g. registration, finance, financial aid, grade information), complete the Student Information Release Authorization (SIRA). Log onto myUVU. Click on Student menu. Select “My Academics.” SIRA link is on the bottom right side of the page. (Tips for SIRA: Pick a password you can remembers. Select up to 3 helpers. Edit at any time).

_________________________________________________________________________________

Signed by __________________________________________________________________________

Graduate Student

Approved by ________________________________________________________________________

Graduate Program Director

Approved by ________________________________________________________________________

UVU Director of Graduate Studies
If you are permanently withdrawing from your graduate program, please complete this form and submit it to your graduate program director. If you plan to return to the graduate program within the next year, please use the Graduate Student Leave of Absence Form instead of this form.

By submitting this form, you will be dropped from all classes you are registered for in the “Semester Leaving” term stated below.

By submitting this form, you are withdrawing permanently from the graduate program. If you later decide that you want to attend the graduate program, you shall need to reapply to the graduate program for consideration, and you may or may not be admitted to the graduate program.

Student Name _____________________________________________________________________

UVID _______________________________ Date Submitted ____________________________

Student Email _________________________________ Student Telephone ________________

Graduate Program Name _____________________________________________________________

Semester Leaving _____________________

Reason for Leaving  (Examples: Medical, Military, Employment, Other).

_____________________________________________________________________________________

_____________________________________________________________________________________

Signed by _________________________________________________ ______________________

Graduate Student                  Date

Received by _________________________________________________ ______________________

Graduate Program Director    Date

Received by _________________________________________________ ______________________

UVU Director of Graduate Studies   Date
Graduate Student
Removal From Graduate Program Form

This form is used to remove a graduate student from a graduate program.

Instead of using this form, please use the Graduate Student Leave of Absence Form for students who will not be continuously enrolled in the graduate program, who desire to return to the graduate program within a year, and whose Leave of Absence request is approved by the graduate program director. If students want to withdraw from the graduate program, please request that they submit a Graduate Student Withdrawal From Graduate Program Form. If students want to drop all courses, they must file either an approved Leave of Absence Form or a Withdrawal From Graduate Program Form. This form should be used for students who do not maintain continuous enrollment and who do not submit an approved Leave of Absence Form or a Withdrawal From Graduate Program Form.

This form should also 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.

Student Name ____________________________________________________________________

UVID ___________________________________________________________________________

Student Email ____________________________________________________________________

Graduate Program Name  ___________________________________________________________

Semester Leaving  _________________________________________________________________

Reason for Removal From Graduate Program (Please check at least one):

____ Failure to maintain continuous enrollment in graduate program (Policy 510).

____ Failure to maintain minimum university or graduate program GPA requirements (Policy 510).

____ Failure to abide by Students Rights and Responsibilities Code (Policy 541)

____ Other – Please describe reason here:

_________________________________________________________________________________

_________________________________________________________________________________

Approved by _____________________________________________ Date _____________________

Graduate Program Director

Approved by _____________________________________________ Date _____________________

Director of Graduate Studies