

AGENDA
For
UNIVERSITY GRADUATE COUNCIL

Wednesday, Sept. 10, 2014

8:00 – 9:25 a.m.

SUB 235

Opening – 8:05 a.m.

Approval of Minutes – April 21, 2014

Announcements

- Welcome new members: Dr. Arthur Bangert from Education, Prof. Theo Lipfert from Arts & Architecture, and Dr. Randy Babbitt from Faculty Senate
- Thank you to Drs. William Ruff and Michael Reidy
- Curriculum Requests report, handout (Brown)
- Policy review on Graduate School website (Brown)
- New and Revised graduate forms, handout (Brown)
 - Program of Study
 - Report on Comprehensive Exam, Thesis/Dissertation
 - Graduate Representative template
 - Application to Graduate
 - Steps to Completion of Degree
- Coffee Talk on Tuesday, Sept. 9 and Wednesday, Oct. 29, handout (Brown)
- Annual Report (Hoo)
- Future Faculty Senate meeting: tentative 9/24/14 (Hoo)
- Celebrate Research (Hoo)
- University Council invitation (Dyer)

Old Business (Brown)

- Video Conference Policy – call for a vote
- Inactive students – policy proposal
- Review of Progress reports – set an effective date
- On 3/27/14 policy change was approved to limit P/F credits to 3 credits on doctoral programs of study – set an effective date

Policy Proposal (Cerretti)

- Consideration of 30 credits from master's towards doctoral, excluding thesis credits
- Doctoral course requirements beyond master's degree
- Exam-degree Completion
- Course age policy

Council Discussion

- Procedural review of processing course and program requests (Hoo)



The Graduate School
 (406) 994-4145 www.montana.edu/gradschool

Graduate Program of Study & Committee

Date _____ Student ID _____

Last Name _____ First Name _____ Middle/Maiden _____ Phone Number _____

Mailing Address: _____
 Street _____ City _____ State _____ Zip _____

E-Mail: _____ Degree _____ Degree: _____ in _____
 Degree Title

Please list all degrees you currently hold (include both undergraduate and graduate degrees):

Degree	Major	Institution	Date Conferred

Degree	Major	Institution	Date Conferred

****My signature is an acknowledgement of service on this committee and it certifies that the student's coursework on this Program of Study meets the minimum requirements for the degree at Montana State University. ****

Graduate Committee Appointment: If the committee includes a co-chair, please indicate on line #2.

- | | | | | |
|----|---|-----------|-------|--------|
| 1. | _____ | _____ | _____ | _____ |
| | Name (please print) (Chair) | Signature | Date | E-Mail |
| 2. | _____ | _____ | _____ | _____ |
| | Name (please print) | Signature | Date | E-Mail |
| 3. | _____ | _____ | _____ | _____ |
| | Name (please print) | Signature | Date | E-Mail |
| 4. | _____ | _____ | _____ | _____ |
| | Name (please print) | Signature | Date | E-Mail |
| 5. | _____ | _____ | _____ | _____ |
| | Name (please print) | Signature | Date | E-Mail |
| 6. | _____ | _____ | _____ | _____ |
| | Name (please print) Graduate Representative | Signature | Date | E-Mail |

Department Head _____ Date _____ The Graduate School _____ Date _____

Student Signature* _____ Date _____

*** Please note: a one-time \$50 processing fee will be charged to your student account upon approval of this form.**

Office Use Only:

Student Name/ID#: _____

Research Credits:

Professional Paper/Project (575), Master's Thesis (590), Doctoral Dissertation (690), or Scholarly Paper/Project (675)

Plan A: Thesis or Dissertation Plan B: Professional Paper/Project

Rubric & Course #	Course Title	Instructor	Year	Number of credits each term			Office use
				F	S	Su	Grade

Subtotal Research Credits _____

TOTAL CREDIT HOURS _____

List any courses required by the department that do not count towards degree requirements:

Rubric & Course #	Course Title	Instructor	Year	Number of credits each Semester			Grade
				F	S	Su	

Master's Degree credits to be considered toward the Doctoral Degree: A maximum of 30 credits from the master's degree may be used. Thesis (590) and Professional Paper/Project Credits (575) cannot be considered/counted.

Rubric & Course #	Course Title	Instructor	Year	Number of credits each Semester			Office use
				F	S	Su	Grade

Total Master's Degree credits to be considered toward the Doctoral Degree _____

Committee Chair's initials _____



****Masters Students Only****

Student ID _____

This report certifies that on:

_____ Date _____ Last name _____ First name _____ Middle name _____

Completed the following event:

- Qualifying Examination Passed Failed
- Comprehensive Examination Passed Failed
- Defense of Thesis Passed Failed

as prescribed and required for the degree of: _____

The Graduate School recommends all comments regarding the exam be *made in writing* to the student. This document is meant solely to inform The Graduate School of the pass or fail on the event noted. This form is not to be submitted by the student.

Examining Committee Signatures

Approvals:

How did you attend?

Print Name

Signature

In Person **Video**

 Chair

N/A

Dissenters (if any): _____

Department Head

Date

The Graduate School

Date



****Doctoral Students Only****

Student ID _____

This report certifies that on:

_____ Date _____ Last name _____ First name _____ Middle name _____

Completed the following event:

- Qualifying Examination Passed Failed
- Written Comprehensive Examination Passed Failed
- Oral Comprehensive Examination Passed Failed
- Defense of Dissertation (videoconferencing prohibited) Passed Failed

as prescribed and required for the degree of: _____

The Graduate School recommends all comments regarding the exam be **made in writing** to the student. This document is meant solely to inform The Graduate School of the pass or fail on the event noted. This form is not to be submitted by the student.

Examining Committee Signatures

Approvals:

How did you attend?

Print Name

Signature

In Person **Video**

Chair	_____	<input type="checkbox"/>	N/A
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	N/A

Graduate Representative

Signature

Note: The Graduate Representative must file a separate report to The Graduate School within one (1) week of the exam or defense.

Dissenters (if any): _____

Department Head

Date

The Graduate School

Date

Steps to Completing a Master's Degree

Step	Procedure	Timeline
Admission	Discuss admissions with department of interest and apply online through The Graduate School (www.montana.edu/gradschool).	Per department deadlines.
Graduate Committee	Consult with department advisor or research chair to form committee.	To occur by the end of the 2nd term of registration.
Graduate Program of Study and Committee	Consult with Graduate Chair and Committee; submit form to The Graduate School (www.montana.edu/gradschool/forms). An approved form results in a Grad Prog of Study Filing fee of \$50.	Must be submitted to The Graduate School before the end of the 2nd term of registration.
Qualifying Examination	If required by the department, consult with Graduate Chair and Committee to schedule.	The examination generally occurs during the 1st year of attendance.
Comprehensive Examination	Consult with Graduate Chair and Committee.	The examination usually occurs when at least 2/3rds of the required coursework has been completed.
Maintain Continuous Enrollment	Must be enrolled in 3 or more credits each term, excluding summer.	After passing any portion of the comprehensive examination (Plan A) or after completion of required coursework (Plan B).
Application to Graduate	Consult with Graduate Chair; submit form to The Graduate School (www.montana.edu/gradschool/forms). Form processing results in a Graduate Student Audit fee of \$20 and a Graduation fee of \$30.	Must be submitted on or before the 3rd Friday of the intended term of graduation.
Defense of Thesis (Plan A)	Consult with Graduate Chair and Committee.	Must be passed at least 14 business days before the end of the intended term of graduation.
Approval of Thesis (Plan A)	Approval by the Graduate Dean and Graduate School Formatting Advisor. See submission procedures (www.montana.edu/etd).	Must be approved at least 14 business days before the end of the intended term of graduation.
Graduation Commencement	See Registrar's Office (www.montana.edu/commencement).	December ceremony — summer and fall candidates May ceremony — spring candidates

This guide is general information for master's students. Reference your department's graduate handbook and The Graduate School policy for specific requirements and deadlines.



The Graduate School
 9 /108 Montana Hall
 Office: (406) 994-4145
 Fax: (406) 994-4733

Website: www.montana.edu/gradschool
Email: gradprogramofficer@montana.edu

Revised 8/2014

Steps to Completing a Doctoral Degree

Step	Procedure	Timeline
Admission	Discuss admissions with department of interest and apply online through The Graduate School (www.montana.edu/gradschool).	Per department deadlines.
Graduate Committee	Consult with department advisor or research chair to form committee.	To occur by the end of the 3rd term of registration.
Graduate Program of Study and Committee	Consult with Graduate Chair and Committee; submit form to The Graduate School (www.montana.edu/gradschool/forms). An approved form results in a Grad Prog of Study Filing fee of \$50.	Must be submitted to The Graduate School before the end of the 3rd term of registration.
Qualifying Examination	Consult with Graduate Chair and Committee to schedule.	The examination generally occurs during the 1st year of attendance.
Comprehensive Examination	Consult with Graduate Chair and Committee.	The examination usually occurs when at least 2/3rds of the required coursework has been completed.
Maintain Continuous Enrollment	Must be enrolled in 3 or more credits each term, excluding summer.	After passing any portion of the comprehensive examination.
Application to Graduate	Consult with Graduate Chair; submit form to The Graduate School (www.montana.edu/gradschool/forms). Form processing results in a Graduate Student Audit fee of \$20 and a Graduation fee of \$30.	Must be submitted on or before the 3rd Friday of the intended term of graduation.
Defense of Dissertation	Consult with Graduate Chair and Committee.	Must be passed at least 14 business days before the end of the intended term of graduation.
Approval of Dissertation	Approval by the Graduate Dean and Graduate School Formatting Advisor. See submission procedures (www.montana.edu/etd).	Must be approved at least 14 business days before the end of the intended term of graduation.
Graduation Commencement	See Registrar's Office (www.montana.edu/commencement).	December ceremony — summer and fall candidates May ceremony — spring candidates

This guide is general information for doctoral students. Reference your department's graduate handbook and The Graduate School policy for specific requirements and deadlines.



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Graduate Representative Report

Date: _____

Name of Candidate: _____

Department: _____

College: _____

Name of Chair: _____

Names of Committee Members: _____

Type of Examination: Oral Comprehensive Written Comprehensive Dissertation Defense

Public Format: Yes No

Mode of Presentation: On Campus/Location _____

Video

Other _____

Presentation Format: Slides

Whiteboard

Other _____

Duration of Presentation: _____ hours

Comment on the level and degree of interaction between the candidate and the committee members:

Graduate Representative printed name: _____

Graduate Representative signature: _____

MASTERS and DOCTORAL

Video Conferencing during the Comprehensive Exam and Thesis Defense

The Graduate School requirements for videoconferencing are the following:

- The conference must be two-way with video.
- The student and/or department is responsible for initiating and implementing the conference process.
- The student and/or department are responsible for all costs incurred.
- If communication is broken during the examination and cannot be re-established, the examination must be terminated and rescheduled for completion at a later time/date.
- Two members of the committee, not including the Chair and Graduate Representative, are allowed to videoconference. The following exception to this allowance may be made due to the unique logistical issues for the College of Nursing's DNP Program:
 - The DNP student and committee members, including the Chair and Graduate Representative, must be visible via video camera to the entire committee, as well as be present at a College of Nursing campus (locations: Bozeman, Billings, Missoula, Kalispell, Great Falls). Neither the student nor any committee member is allowed to telephone into the conference.
- The following two items apply to the Masters and Doctoral Comprehensive Exams and a Masters Thesis Defense. They do not apply to a Doctoral Defense of the Dissertation:
 - The student and Chair may petition the Graduate School to allow more than two committee members including the Chair or Graduate Representative to participate via video conference. The petition must address why the stated requirement of allowing at most two committee members to participate via video conference cannot be accommodated.
 - If no committee member can be present with the student, then the Committee Chair is responsible for the integrity of the examination. This may include appointing a qualified proctor to be present at the student's location. The proctor must submit confirmation in writing via an email or letter to The Graduate School that s/he was present at the student's location for the entire examination.

Proposal to UGC

UGC Meeting Sept. 10, 2014

Topic: Inactive Student

<u>Policy</u>	<u>Remarks</u>
<p>Current: Our current system only inactivates a student once they have a) graduated, b) exceeded the number of terms allowed by continuous enrollment, or c) completed a university withdrawal.</p>	<p>We currently have no identifiers for a student who leaves prior to the enactment of continuous enrollment policy. This results in inaccurate data for enrollment and P&T reports, and additional file management.</p>
<p>Proposed: After being absent for two (2) consecutive terms, not counting summer, the student's committee will be released. Students may reactivate their status by submitting an Intent to Register form and a new Graduate Program of Study & Committee form.</p>	<p>Being able to identify inactive students early will enable the GS to a) improve the overall accuracy of enrollment and P&T reports, b) identify committees that should be released, and c) identify graduate representatives whose service/time is not being utilized.</p> <p>Departments will be notified of all released committee members.</p>

Vote:

Effective Date:

Amendment:



The Graduate School
(406) 994-4145 www.montana.edu/gradschool
Review of Progress (Due at the end of every spring term)

Student Name: _____
Last Name First Name

Student ID Number: _____

Department: _____

- Masters (Plan A Plan B Plan C)
- Doctoral (Ed.D. DNP Ph.D.)

Overall Progress

- The student is making **satisfactory** progress.
- The student is making **unsatisfactory** progress for the following reasons:

_____.

Progress in the Scheduled Degree Requirements

- The student has submitted a program of study term/year _____.
- DegreeWorks progress has been reviewed.
- Program of study has been reviewed and revised as needed.
- Qualifying Examination has been passes term/year _____.
- Oral Comprehensive Examination has been passed term/year _____.
- Written Comprehensive Examination has been passed term/year _____.
- Defense of thesis/dissertation scheduled term/year _____.

Progress in Research

- | | |
|--|--|
| <input type="checkbox"/> Manuscript in preparation | <input type="checkbox"/> Professional Paper/Project in preparation |
| <input type="checkbox"/> Manuscript publications | <input type="checkbox"/> Oral presentation /poster session |
| <input type="checkbox"/> Studio in preparation | <input type="checkbox"/> Conference attendance |
| <input type="checkbox"/> Scholarly work | |

Comments:

_____.

Committee Chair or Graduate Coordinator (signature)

Date