

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Jerald Liss, Chair, Graduate Council

DATE: September 25, 2015

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, September 17, 2015 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the April 16, 2015 meeting.**
2. **Information/Congratulations/News**
 - Fall 2015 Graduate Data
3. **Action**
4. **Reports/Discussion**
 - Review graduate policy on 500-600 level classes and grade requirement
 - Faculty eligible to vote for regular graduate faculty members
 - GPA & Time Limit for Certificates
 - Students denied to program – coming back as non-degree students
 - Minimum number of credit hours required for Thesis
 - Course term limits and transfer courses for licensure
 - Shared Hours for dual hours
5. **Regular Graduate Faculty**

Claudia Aguirre-Mendez – Assistant Professor, Physical Sciences
Kalyan Chakraborty - Professor, School of Business
Dan Colson – Assistant Professor, English/Modern Language/Journalism
C Emmer, Assistant Professor, Social Sciences
Russell Fulmer – Assistant Professor, Counselor Education
Ellen Hansen – Professor, Interdisciplinary Studies
Maire Johnson – Assistant Professor, Social Sciences
Philip Kelly – Professor, Social Sciences
Stephanie Lanter – Assistant Professor, Art
Neal Luo, - Assistant Professor, School Leadership/Middle/Secondary Tchr Ed
Thomas Mahoney - Assistant Professor, Mathematics & Economics
Darla Mallein – Associate Professor, Social Sciences
Lori Mann – Associate Professor, Elementary Education/Early Childhood/Spec Education
Patrick Martin – Professor, Art
David McKenzie - Assistant Professor, Biology

Kelly O'Neal-Hixson – Assistant Professor, Elementary Education/Early Childhood/Spec Ed
Jim Persinger - Professor, Psychology
Alexis Powell - Assistant Professor, Biology
Carol Russell - Professor, Elementary Education/Early Childhood/Spec Education
Jessica Stallings – Associate Professor, Counselor Education
Sarah Sutton – Assistant Professor, SLIM
Jun Yu – Associate Professor, School of Business
Joyce Zhou – Assistant Professor, School of Business

6. **Associate Graduate Faculty**

Ahmad Abu Shanab - Assistant Professor, School of Business
Antonina Bauman - Assistant Professor, School of Business
Rob Catlett - Assistant Professor, Mathematics and Economics
Liz Diers - Assistant Professor, School of Business
Brendan Fay - Assistant Professor, SLIM
Stephen Fields – Assistant Professor, Biology
Jinxuan Ma - Assistant Professor, SLIM
Kamal Lamsal – Assistant Professor, School of Business
Timothy Marshall - Associate Professor, School Leadership/Middle/Secondary Teach Ed
Dwight Moore – Associate Professor, Biology
William Purdy - Assistant Professor, Counselor Education
Rachel Spaulding - Assistant Professor, English/Modern Language/Journalism
Sandra Valenti – Assistant Professor, SLIM
James Walther – Assistant Professor, SLIM

7. **Curricular Change Request**

- HI893
- HI504
- Mathematics Program Requirements
- SLIM – New Certificate – STEM
- LI791
- LI792
- LI793
- LI794

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Cuellar, Wolf Bordonaro (for Fulmer), Howell, Koerner, Liss, Miracle, Morales, Sasidaharan, Schrader, Smith, Storm, Wiley

Absent: Eichenberg

The Council of Graduate Studies met at 3:30 p.m. on Thursday, April 16, 2015 in the President's Conference Room. Dr. Brenda Koerner called the meeting to order.

Action

- Minutes from the February 19, 2015 meeting were unanimously approved.
- Brian Schrader was unanimously elected to serve as Vice Chair for the 2015-2016 Graduate Council.

Reports/Discussion

- Council members discussed course term limits and course transfers for licensure programs. At present there is no time limits for the courses used in licensure programs, degree programs have a 7 year limit on courses that can be used in a degree program. No guiding policy for licensure courses, only for degree plans. It was suggested by Brian Schrader that the Deans be made aware that 10 years plus courses are being used for licensure programs. Council members will discuss this issue with their respective departments and this would be an item at the September meeting.
- Council members discussed the issues regarding The Boylan Scholarship criteria for distance students. Council members was concerned certain criteria was not comparable for the distance students. After council discussion, it was decided to discuss this issue with the foundation if criteria wording can be replaced.
- Council members discussed the shared credit hours for dual programs proposal. Council members will discuss the issue with their respective departments and this will be an agenda item at the September meeting.
- Brenda Koerner discussed the issues of the modifications of English proficiency testing and placement requirements for international students. Council members accepted the addendum that was added for the international students to validate IEP courses. The faculty senate will review this bill at the next senate meeting.

Regular Graduate Faculty

The following listed faculty were unanimously approved as Regular Graduate Faculty.

Richard Schrock, Professor, Biological Sciences
Jennifer Thomas, Associate Professor, Health, PE and Recreation
Brenda Koerner, Associate Professor, Biological Sciences

Regular Graduate Faculty status for Max McCoy was approved with one council member abstaining

Graduate Council Minutes

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April 16, 2015

Associate Graduate Faculty

The following listed faculty were unanimously approved as Associate Graduate Faculty.
Larry Scott, Associate Professor, Mathematics and Economics

Curricular Changes

The following listed curricular changes were unanimously approved:

- IT720
- MA743, MA732 and MA742
- Rehabilitation Counseling Requirements
- Psych Admission Requirements (Clinical Psych)
- Psych Admission Requirements (Experimental and I-O Concentrations)
- Psych Admission Requirements (MS & EdS)
- HPER Non-Thesis/Thesis – PE865 name change
- HPER Non-Thesis/Thesis – Remove Certificate
- TESOL – Certificate
- AC820 and AC821
- MBA Accounting Concentration
- Master of Accountancy Modification

EL743 changes were approved with two abstention

Special Education – Adaptive – GPA Requirements was tabled, until some questions can be answered, regarding both concentrations Adaptive and Gifted, Talented and Creative.
MBA Requirements/Professional – was tabled, until some questions can be answered, regarding the ability to have two different admission standards for the same program.

Comments

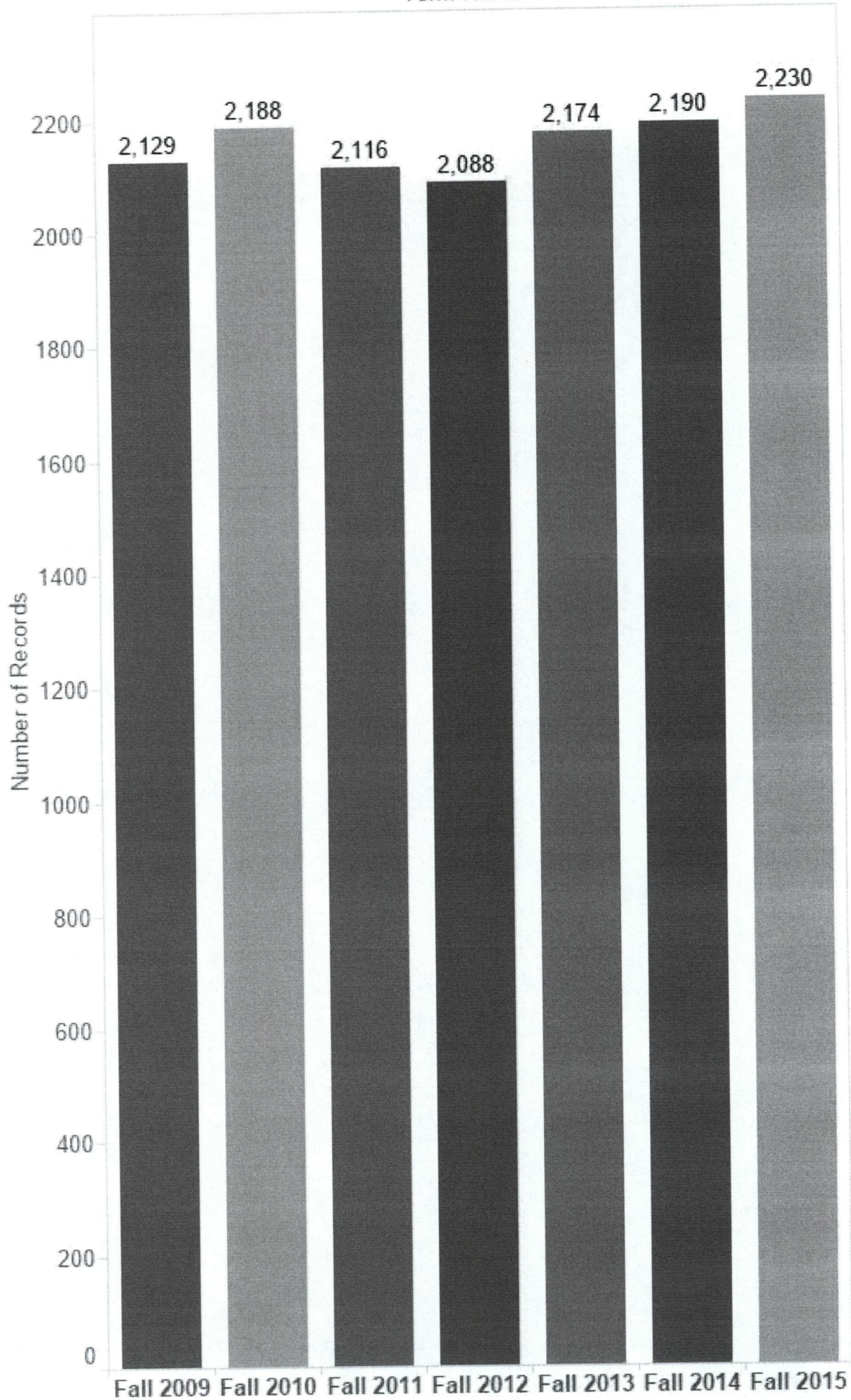
Council members discussed the issues regarding the change of full time credit hours for graduate students, how it affects the International students and financial aid. Council members would like to revisit this item at the September meeting.

Adjourned at 4:45pm

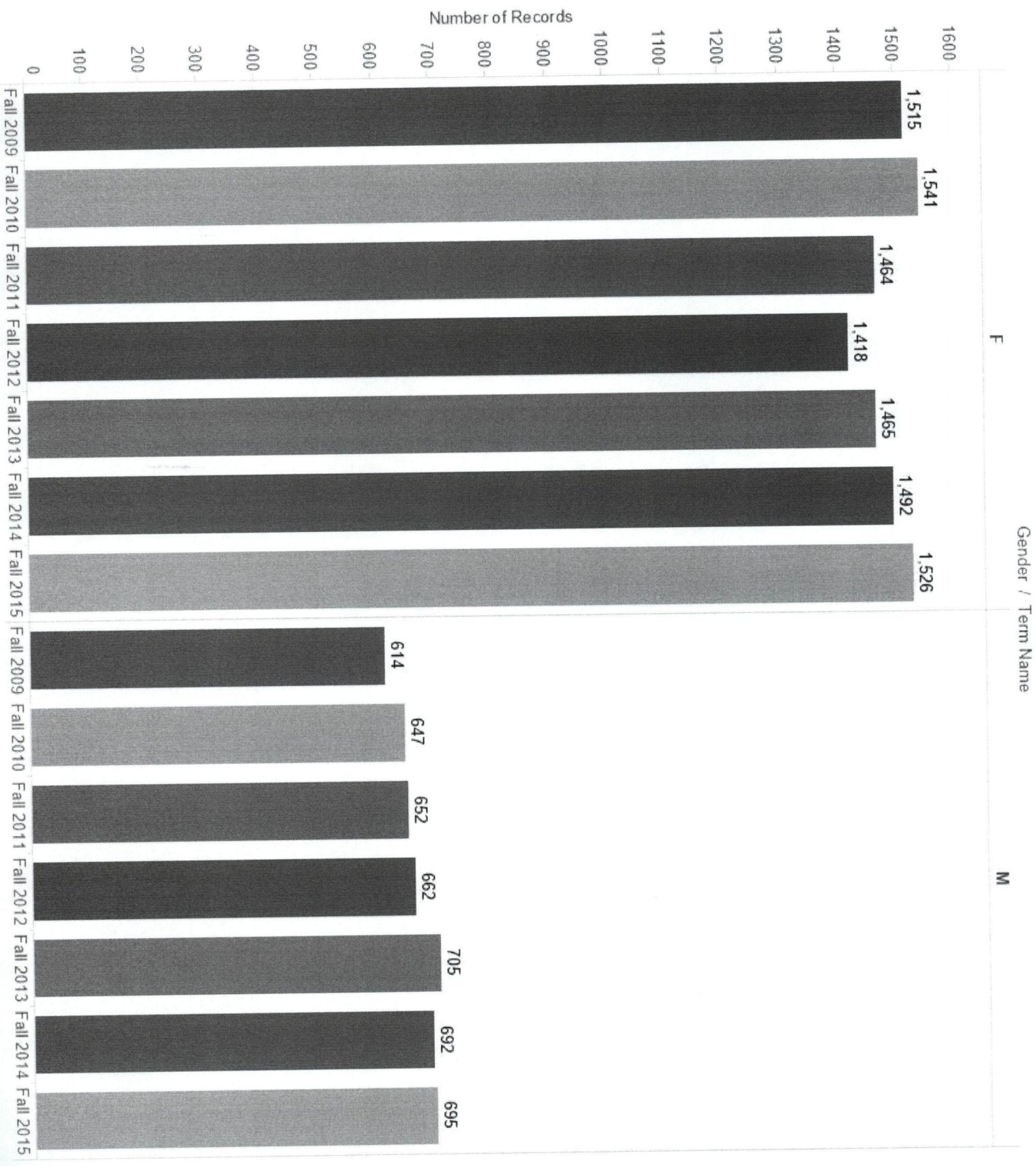
Next Meeting September 17, 2015

HC

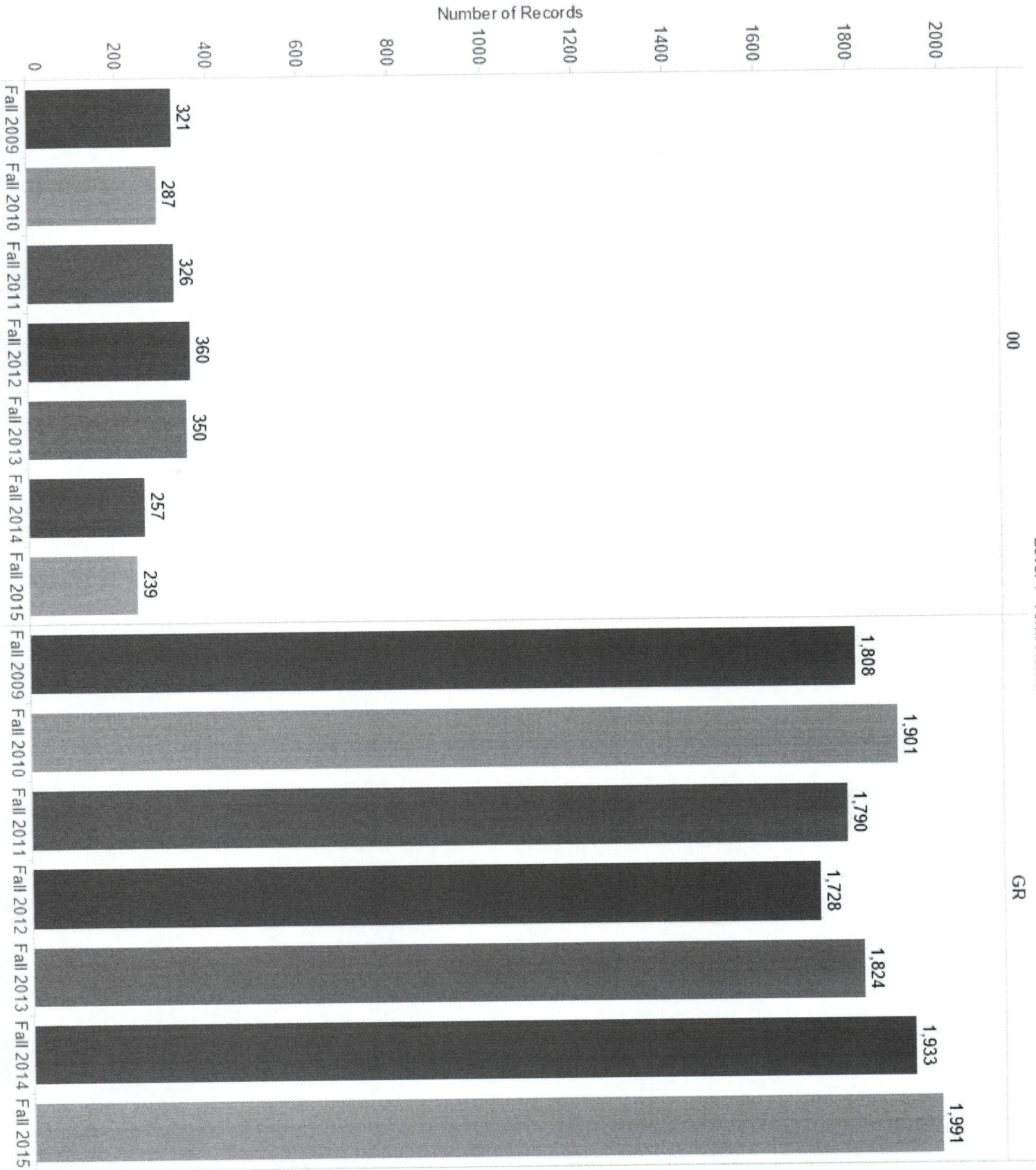
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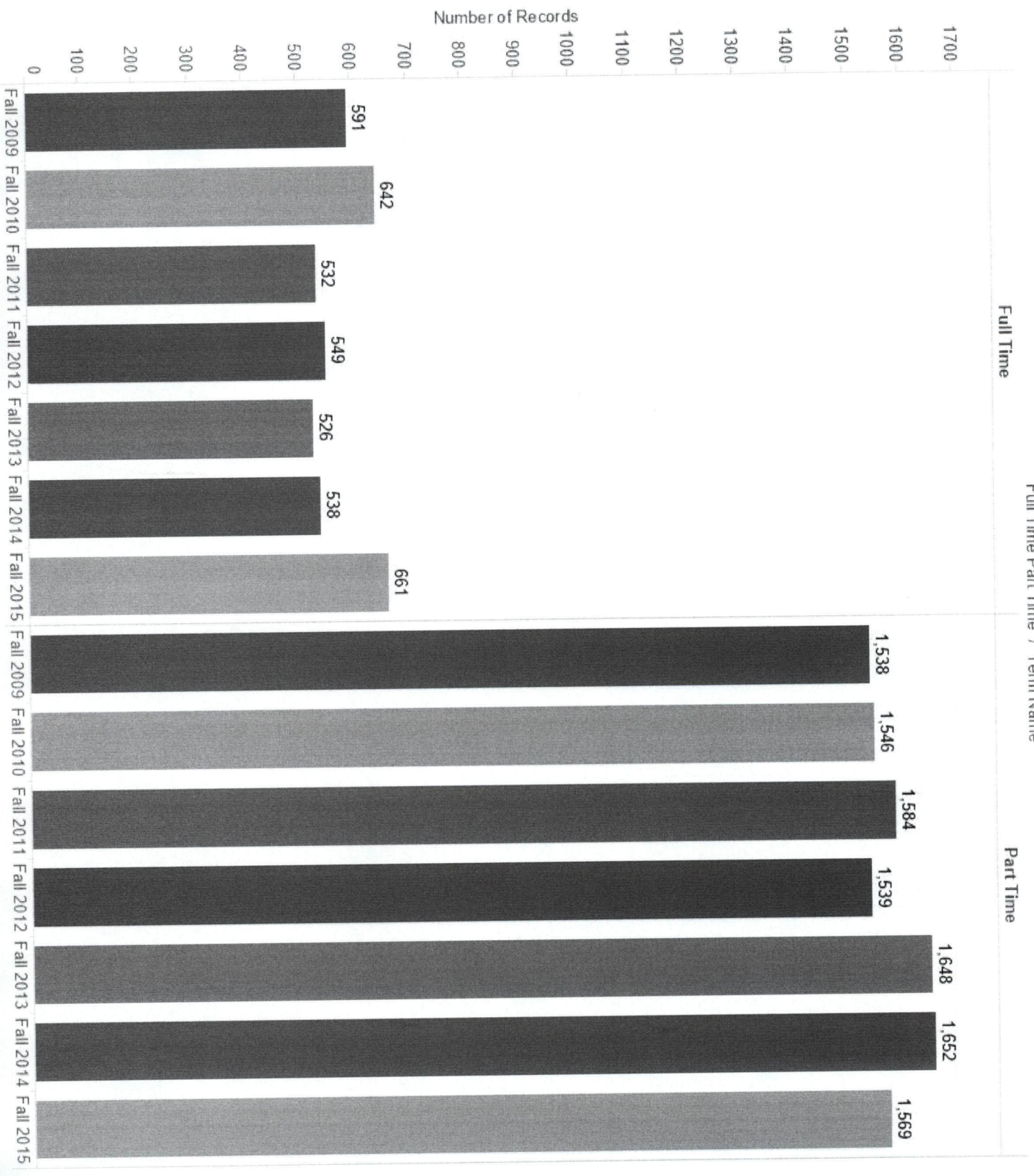
Gender



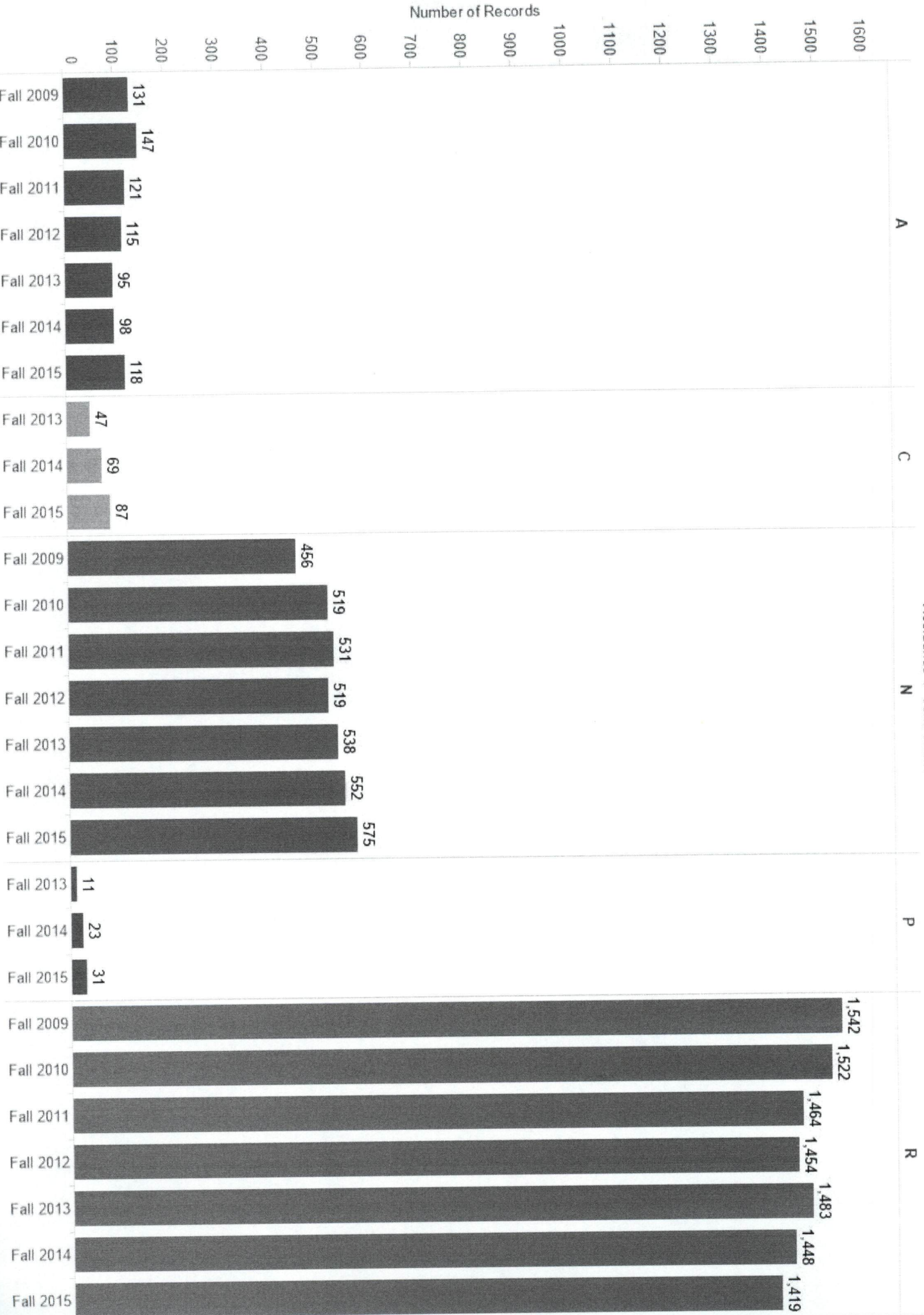
Level



Status

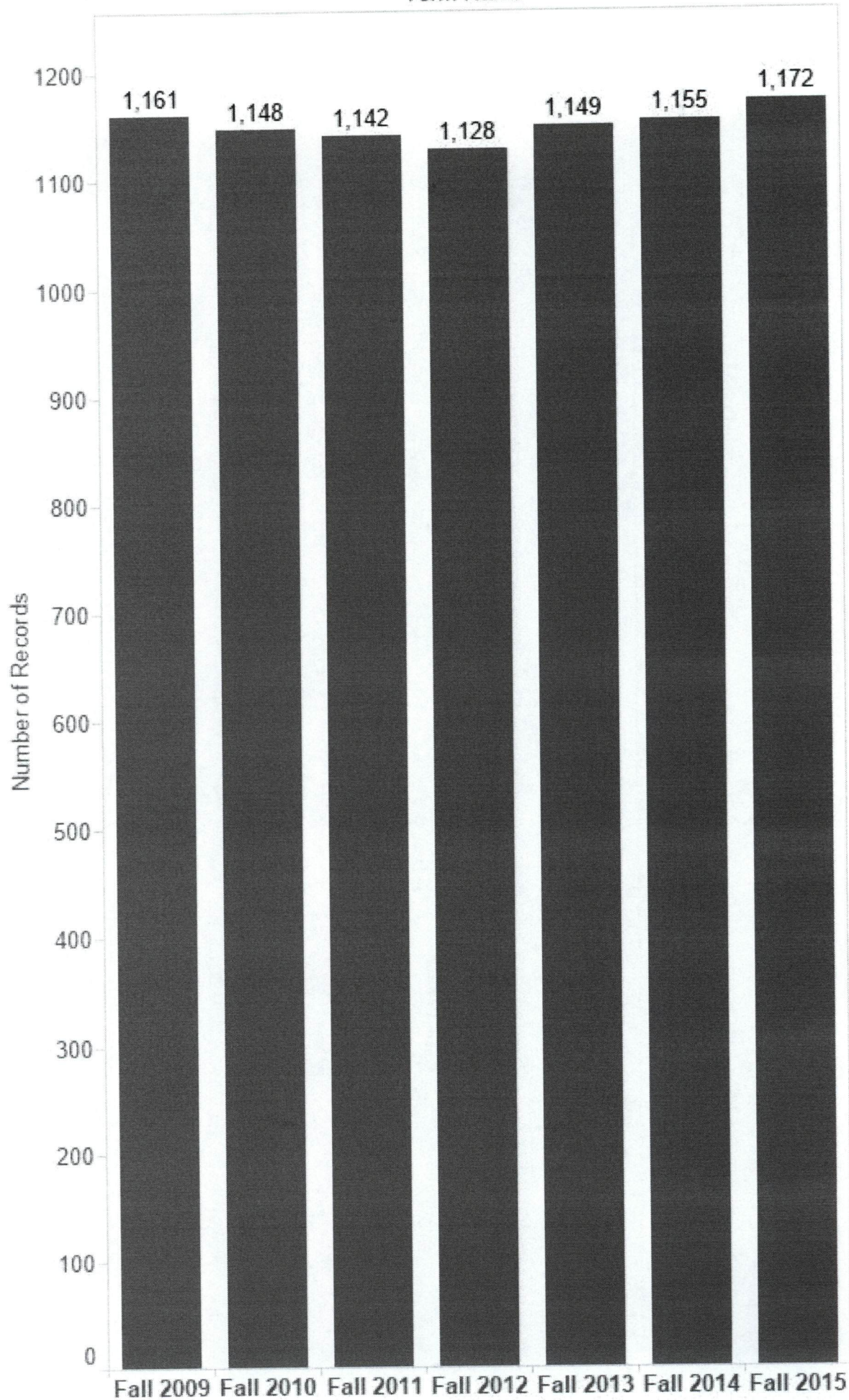


Residence



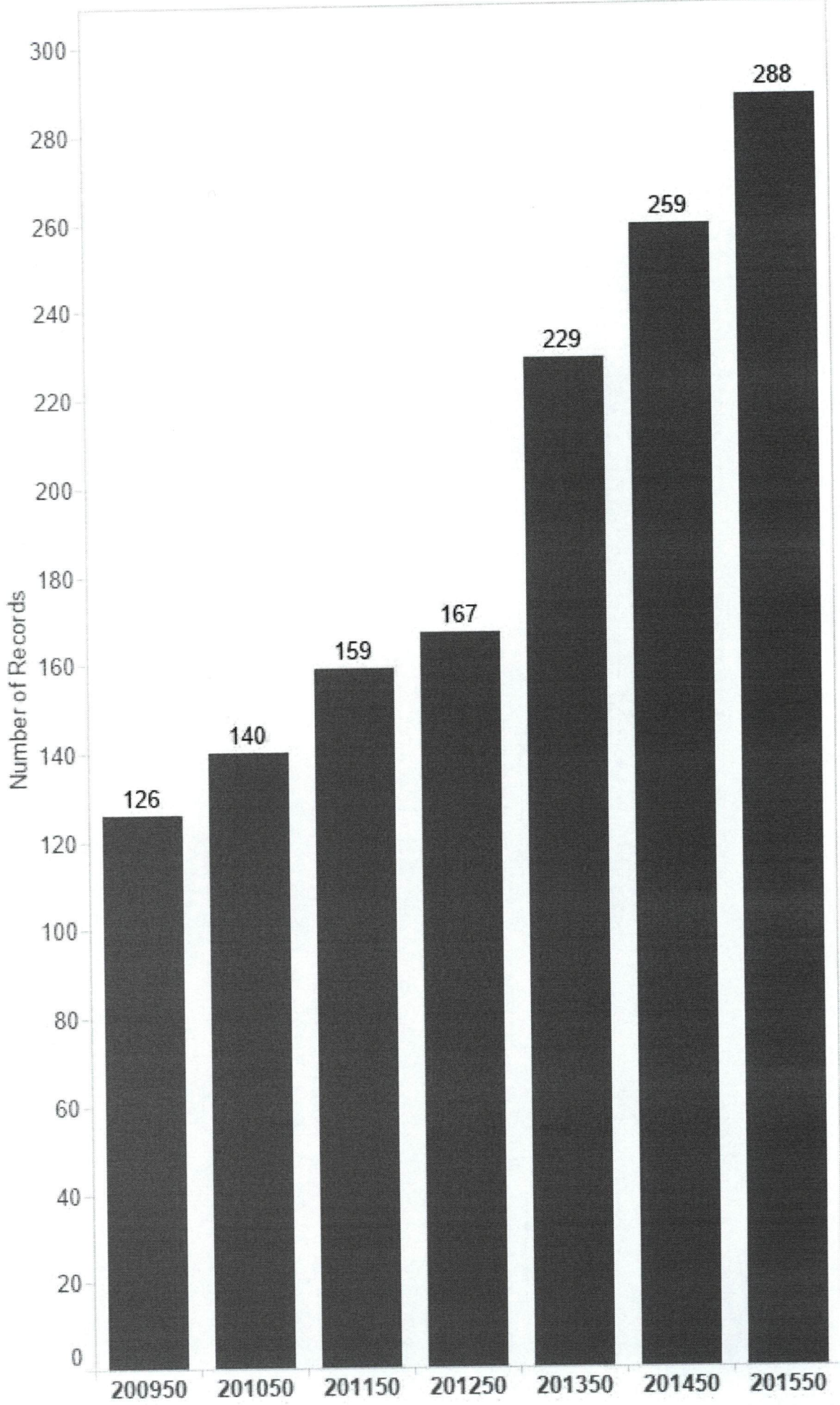
TC Degree Seeking Total

Term Name



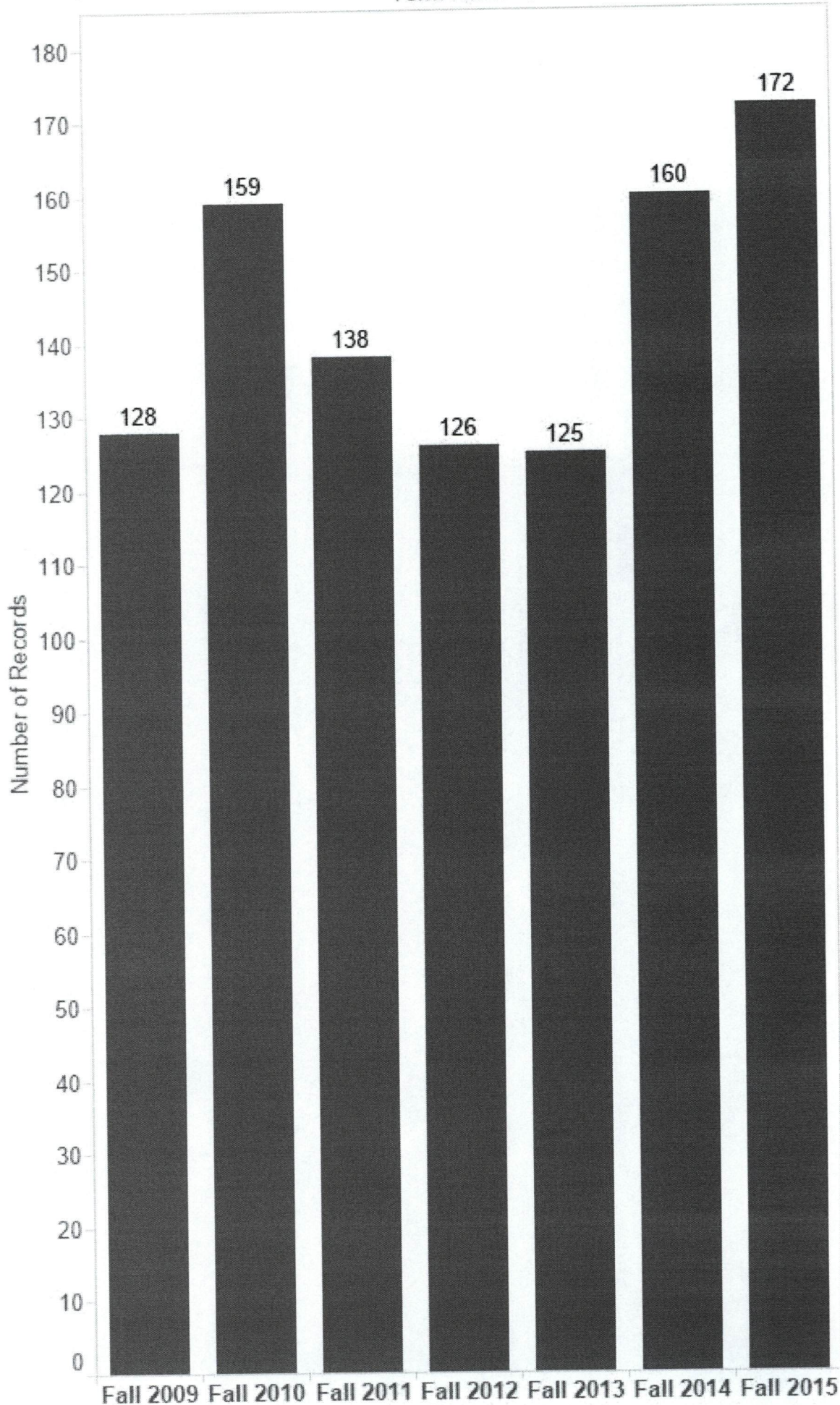
LAS Degree Seeking Total

Term Code



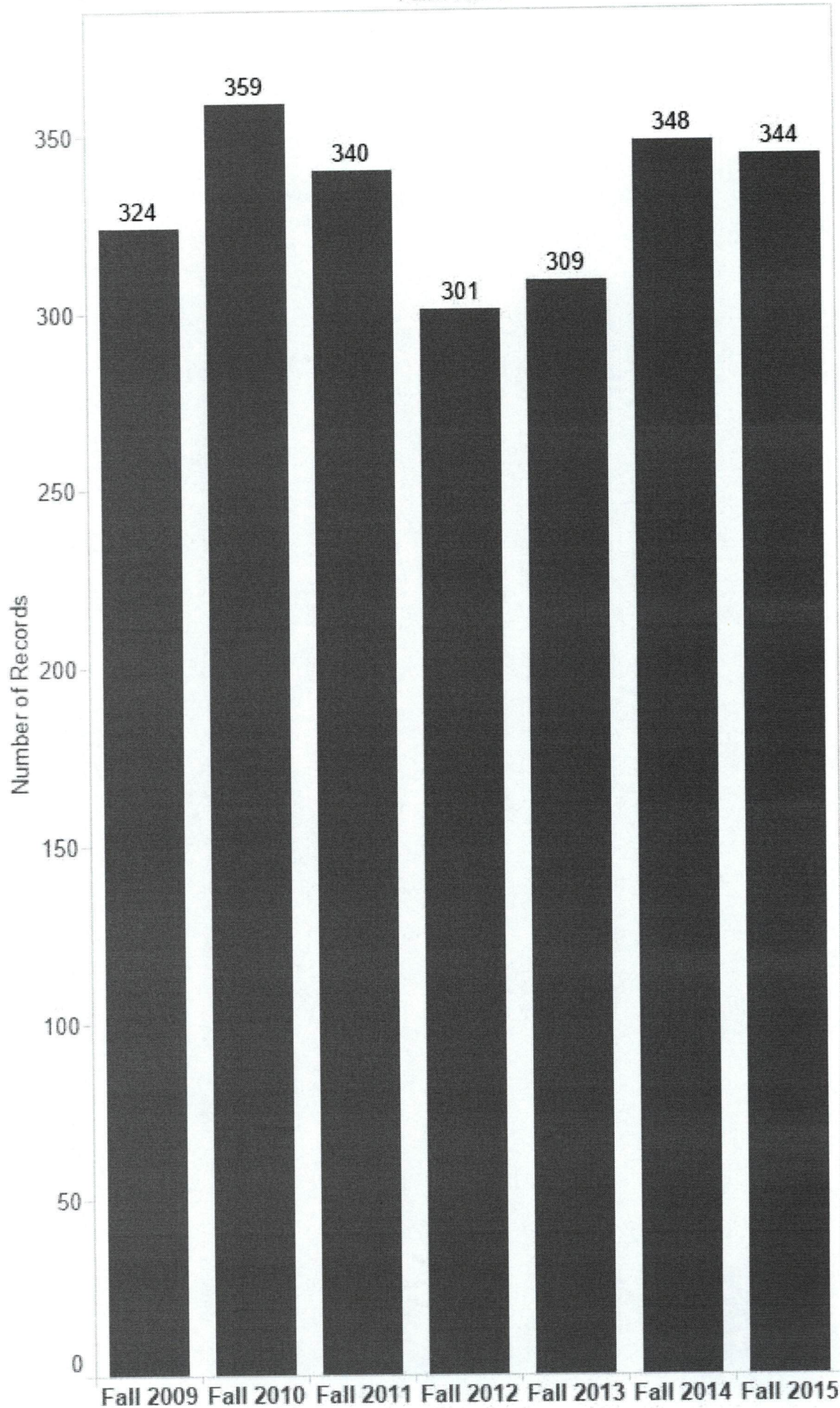
School of Business Degree Total

Term Name

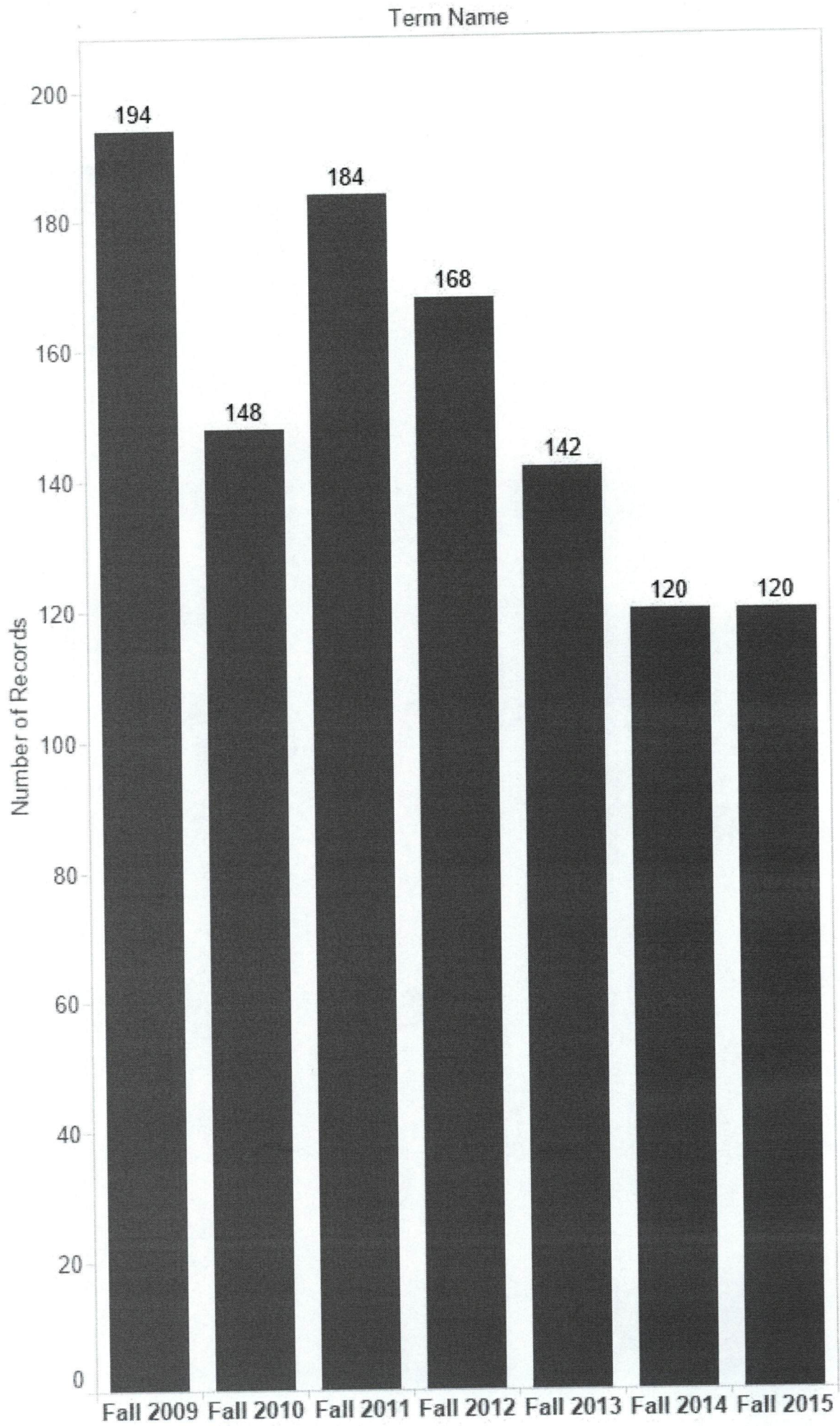


SLIM Degree Total

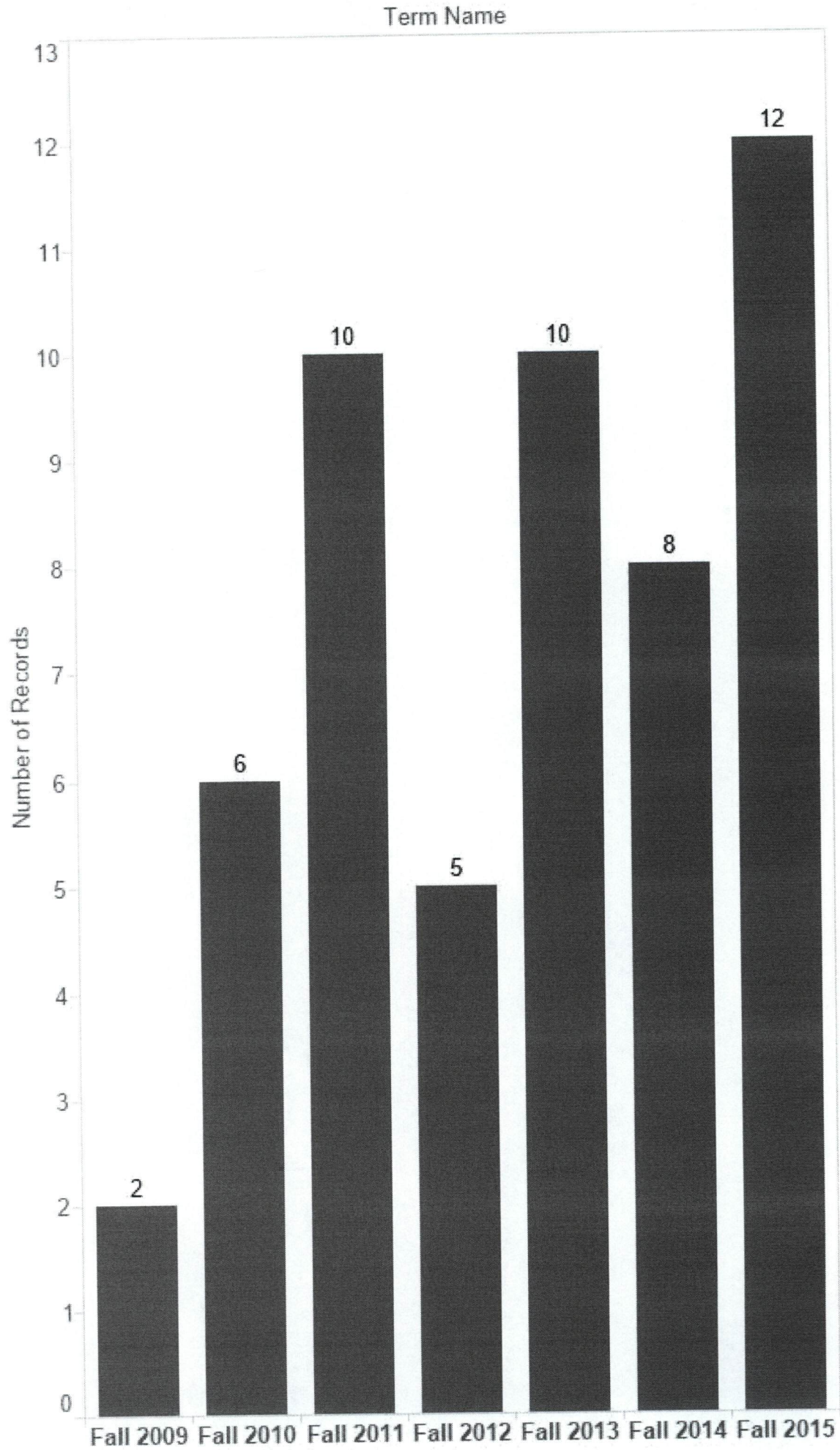
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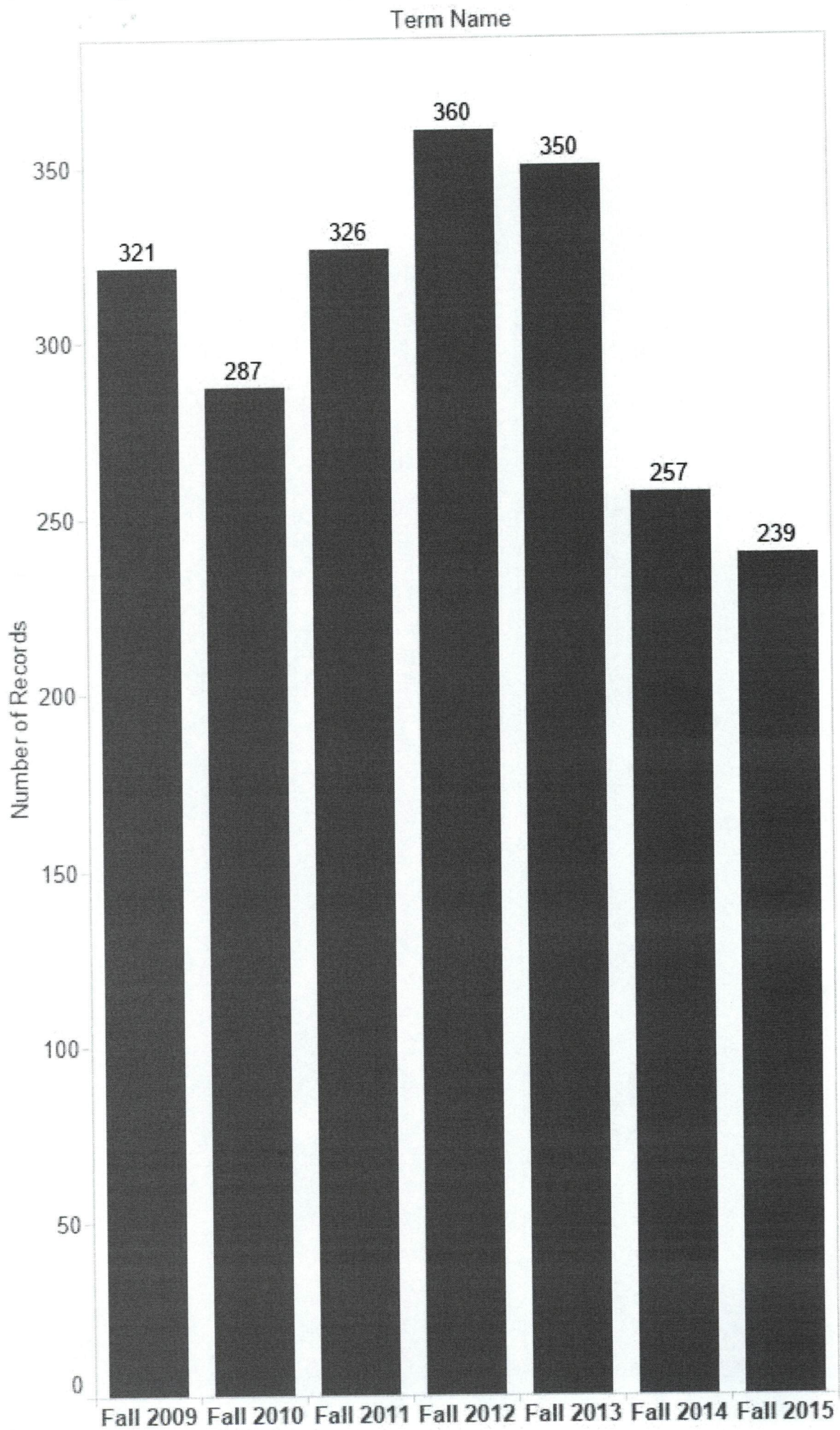
Licensure Students



Certificates



Non-Degree Students All

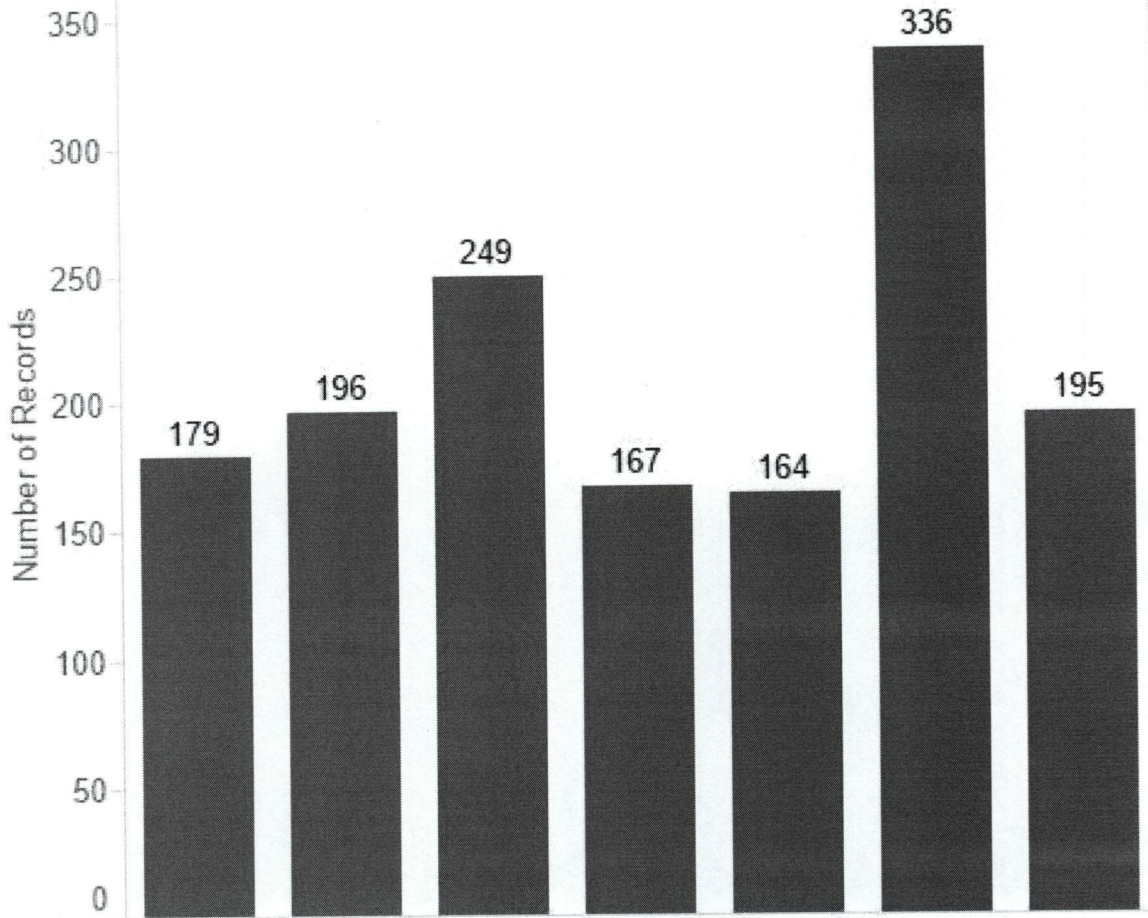


Sheet 1

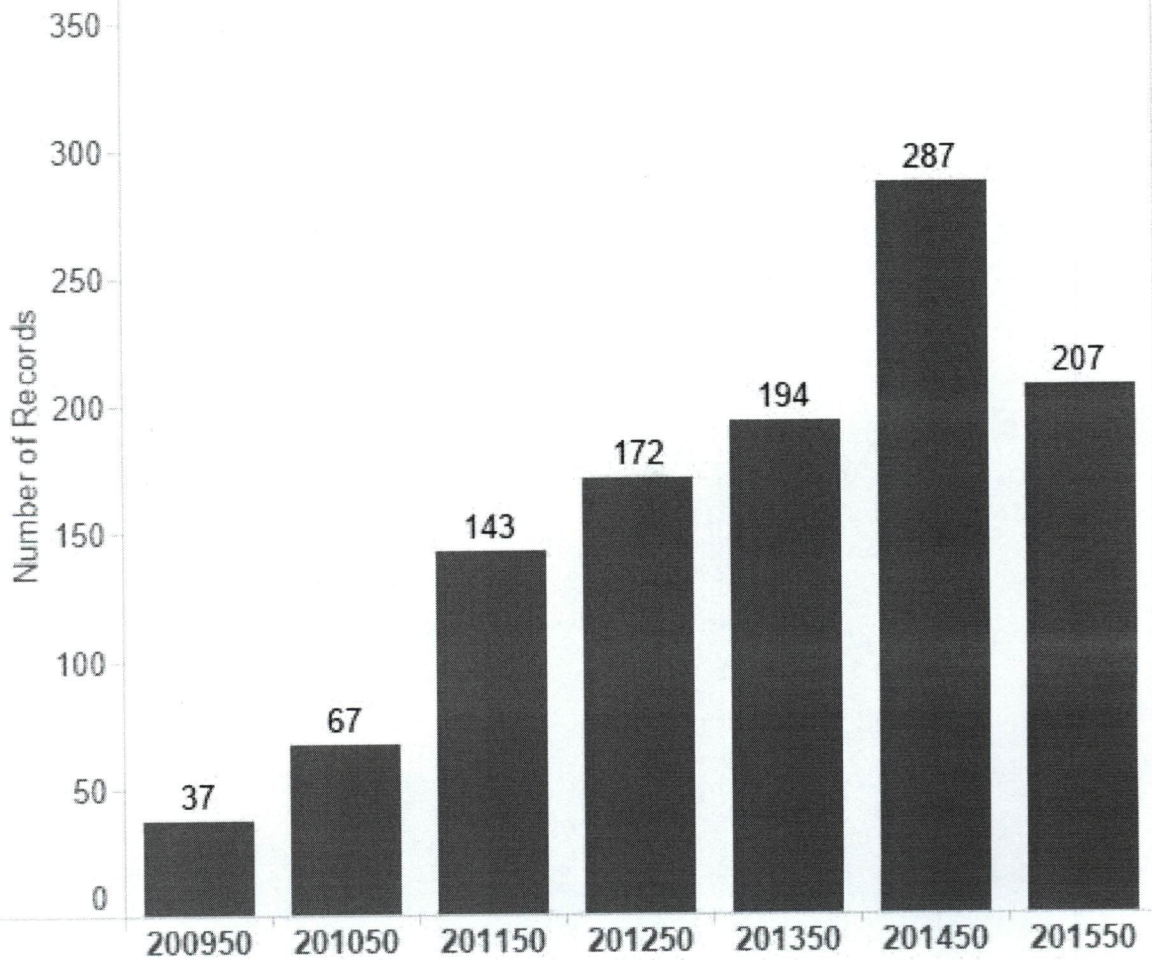
Complete ..

Term

No



Yes



Shared Credit Hours for Dual Degree Programs

Students in dual degree programs may share a limited number of credit hours toward the requirements of both degrees. The term "shared hours" refers to the use of a limited number of credit hours toward the requirements of two separate degrees or programs. The principle of shared-hours allows the student to earn two degrees for fewer credit hours than would normally be required if both programs were taken independently.

Sharing credit hours for two certificate programs is not allowed.

- A student wishing to secure a second master's degree at Emporia State University may share a maximum of ten semester hours of credit from the first degree, provided the credits are approved by the chair of the major department and Dean of the Graduate School and Distance Education AND are within the seven year time limit.
- Any exception to the ten-hour limit must be requested by the chair of the major department and approved by the Graduate Council and Dean of Graduate School and Distance Education. To preserve the integrity of each graduate degree, requests that exceed the maximum of 10 shared hours must demonstrate that at least half of the minimum required credit hours for each graduate degree are earned in the individual graduate program and counted solely for that degree.

Examples:

- A student enrolled in a 36-hour Emporia State University master's program may not request more than a combination of 18 transfer and/or shared credit hours toward the graduate program.
- A student enrolled in a 60-hour Emporia State University master's program may not request more than a combination of 30 transfer and/or shared credit hours toward the graduate program.
- A graduate program may overlap with only **one other program** for the purpose of shared credit hours. Credit hours may never be used for **three** or more programs. If a student seeks a third certificate or degree, it must stand alone.
- Graduate programs may limit the shared of credit hours below the Emporia State University Graduate School maximum, but may not allow double-counting above the ESU Graduate School limit.

GRADUATE COUNCIL 2015-2016

M ichael Butler	Health, Physical Education and Recreation	Box 4013	5947
E d Church	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
M artin Cuellar	Music	Box 4029	5230
S tephanie Lanter	Art	Box 4015	5246
K athy Ermiler	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403
J ames Costello	Counselor Education	Box 4036	5791
D usti Howell	Instructional Design and Technology	Box 4037	5082
April Huddleston	Graduate Recruitment and Development		
	Specialist (Ex-Officio)	Box 4003	5430
B renda Koerner	Biological Sciences	Box 4050	5616
J erry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821
M aire Johnson	Social Sciences	Box 4032	5461
E ric Trump	Physical Sciences	Box 4030	5991
Vanessa Hajek &	Graduate Student	Box 4003	5403
T anette Tulachka	Graduate Student	Box 4003	5403
S harath Sasidaharan	Business	Box 4039	5087
B rian Schrader	Psychology	Box 4031	5317
A ndrew Smith	School of Library and Information Management	Box 4025	5203
M el Storm	English, Modern Languages, and Journalism	Box 4019	5563
C had Wiley	Mathematics, Computer Science, and Economics	Box 4027	5641
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4045	5254

Jerald Liss, Chair – Brian Schrader, Vice Chair – Jan Gerstner, Executive Secretary

SLIM - Certificate
41791 / 41792 / 41793 / 41794

PS

PS 7912/3/4

GRADUATE COUNCIL 2015-2016

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947
Ed Church	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
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Jerald Liss, Chair - Brian Schrader, Vice Chair - Jan Gerstner, Executive Secretary

7-*approved*
21

Shared Credit Hours for Dual Degree Programs

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- Graduate programs may limit the shared of credit hours below the Emporia State University Graduate School maximum, but may not allow double-counting above the ESU Graduate School limit.

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Jerald Liss, Chair, Graduate Council

DATE: October 26, 2015

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, October 29, 2015 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the September 17, 2015 meeting.**
2. **Information/Congratulations/News**
 - Elaine Henrie and Gonzalo Bruce will be attending the graduate council meeting to provide information to the council members on the full time credit hours for graduate students.
3. **Action**
 - Shared Hours for Dual Degree Programs
 - GPA & Time Limit for Certificates
4. **Reports/Discussion**
 - Graduate admission and advising process by various departments
 - 3.0 GPA to obtain graduate degree
 - Necessity of requesting all undergraduate transcripts
 - Rights of students pertaining to selection of thesis or dissertation committee
 - Faculty eligible to vote for regular graduate faculty members
 - Students denied to program, coming back as non-degree students
 - Minimum number of credit hours required for Thesis
5. **Regular Graduate Faculty**

Jim Persinger - Professor, Psychology
Nancy Albrecht – Professor, School Leadership/Middle/Secondary Teacher Ed
6. **Associate Graduate Faculty**

Tim Burnett – Associate Professor, Biological Sciences
Gary Rice – Associate Professor, Elementary Ed/Early Childhood/Special Education

7. **Curricular Change Request**

- Curriculum & Instruction
- Education in Teaching
- Educational Administration
- Educational Administration Licensure
- Reading Specialist – Licensure
- Mathematics Certificate
- MA758
- MA708
- MA707
- Special Education, Adaptive – Program Title Change
- GB886

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler (Luebbbers), Costello, Ermler, Howell, Johnson, Koerner, Liss, Trump, Tulachka, Sasidaharan, Schrader, Smith, Storm, Wiley, Williams

Absent: Church, Cuellar, Lanter

Guests: Elaine Henrie, Gonzalo Bruce

The Council of Graduate Studies met at 3:30 p.m. on Thursday, October 29, 2015 in the President's Conference Room. Dr. Jerald Liss called the meeting to order.

Action

- Minutes from the September 17, 2015 meeting were unanimously approved.
- Elaine Henrie and Gonzalo Bruce discussed the full time graduate status from 6 credit hours to 9 hours. After discussion, graduate council members requested that Dr. David Cordle be invited to attend a graduate council meeting to discuss this issue with council members.
- Discussion occurred on the time limit and GPA for certificates. After council discussion, it was unanimously approved that the time limit and GPA will be the same guidelines as graduate degrees.
- Policy on Shared Hours for Dual Degree program was discussed and approved by council. See attached policy.

Reports/Discussion

- Council members discussed the process of advising by various departments. After council discussion, Dr. Ermler stated she would discuss the outcome with the faculty member who inquired.
- After discussion on the overall 3.0 GPA to obtain graduate degree, council members agreed to discuss the issues with their respective departments and advisors.
- Council members discussed the necessity of requesting all undergraduate transcripts, or last 60 credit hours with a 2.5 GPA. Council members agreed to take this issue back to their respective departments.

- Dr. Ermler discussed the rights of students and faculty, pertaining graduate faculty and selection of chair of thesis or committee members for thesis.
- Council members discussed the faculty eligible to vote for regular graduate faculty members. Council members unanimously agreed to leave the voting left to each respective department's level.
- Council members discussed the document on students denied to a program, coming back as non-degree students. Dr. Chad Wiley requested an amendment to include the following edit in bold:
*Applicants who have been denied admission to a graduate program are not eligible for non-degree study during the academic semester after having been denied admission, **except with permission of department.***
This item was tabled, council members will discuss with their respective departments, will be an item on the next agenda.
- After discussion on the minimum number of credit hours required for Thesis, Dr. Liss recommended a minimum of 3 credit hours, council members unanimously approved.

Regular Graduate Faculty

- The following listed faculty members were unanimously approved for **Regular Graduate Faculty** status:

Jim Persinger – Professor, Psychology

Nancy Albrecht – Professor, School Leadership/Middle/Secondary Teacher Education

Associate Graduate Faculty

- The following listed faculty members were unanimously approved for **Associate Graduate Faculty** status:

Tim Burnett – Associate Professor, Biological Sciences

Gary Rice – Associate Professor, Elementary Ed/Early Childhood/Special Education

Curricular Changes

The following listed curricular changes were unanimously approved:

- Curriculum & Instruction
- Education in Teaching
- Educational Administration
- Educational Administration Licensure
- Mathematics Certificate
- MA758
- Special Education, Adaptive – Program Title Change

The following listed curricular changes were tabled:

- Reading Specialist –Licensure tabled, EL854 not listed, required in program.
- MA707 and MA708 were tabled until some questions could be answered.
- GB886 was tabled changes were made in the syllabi

Comments

Adjourned at 4:45pm

Next Meeting November 19, 2015

Shared Credit Hours for Dual Degree Programs

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- Graduate programs may limit the shared of credit hours below the Emporia State University Graduate School maximum, but may not allow double-counting above the ESU Graduate School limit.

Additional Information on Non-Degree Students – For Discussion at Graduate Council 10/29/15

Non-degree/Licensure Seeking Student Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree or certificate are classified as non-degree or licensure students. Non-degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. **Non-degree student do not qualify for financial aid.** Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student. Non-degree seeking students are not exempt from any course prerequisites.

Students are required to pay a \$25 application fee and submit proof of baccalaureate degree (copy of unofficial transcript,) from a regionally accredited institution by the end of the first semester. Course term limits and transfer courses for licensure programs are to be decided by the respective departments. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program.

A non-degree or licensure student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. **A maximum of 12 approved hours earned under this status may be applied to a degree program.** All course work transferred from non-degree to degree seeking must be at B- or better. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Some departments do require official transcripts from licensure applicants.

Non-degree graduate students must maintain a 3.0 GPA. If the cumulative GPA is less than 3.0, the student will be given one automatic probationary semester. If the student fails to improve following the probationary semester, the student will be made ineligible to enroll as a non-degree or degree-seeking graduate student. If at any time a student's term or cumulative GPA falls below 2.0, the student will be ineligible to enroll as a non-degree graduate student.

To be added to admission requirements of degree seeking students.

Applicants who have been denied admission to a graduate program are not eligible for non-degree study during the academic year after having been denied admission.

Part of the following requirement list

1. A bachelor's from a regionally accredited institution. Verification of undergraduate degree completion (Unofficial Transcript) must be sent to the Graduate School before an application can be processed. The document can be upload through the Graduate Application Portal, faxed to 620-341-5909, emailed to gradinfo@emporia.edu or mailed to: Emporia State University, Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801.
2. Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
3. A grade point average of not less than 2.5 in the last 60 semester hours of study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program.

4. Probationary* admission to the Graduate School is permitted if the student has a grade point average between 2.2 and 2.49 on the last 60 hours of study. However it is up to the department to admit a student on probation. The student must achieve a 3.00 grade point average in his or her first nine semester hours of graduate study. If the student does not meet this condition, she or he will not be permitted to continue in graduate study.
5. **Applicants who have been denied admission to a graduate degree program are not eligible for non-degree study during the academic semester after having been denied admission.**
6. Satisfactory completion of the entrance/admission tests required by the major department. Students who have not completed the required entrance/admissions tests by the first semester will not be allowed to enroll for a second semester. An enrollment hold will be placed on the student's account. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
7. Submission of official transcripts from each institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope or are received through a secure transcript service. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester. Secure electronic transcripts are accepted if sent to gradinfo@emporia.edu directly from the issuing institution.
8. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source that is a member of NACES (National Association of Credential Evaluation Services). Students will not be allowed to enroll until the evaluation has been received in the Graduate School.
9. Payment of a non-refundable \$40 application fee.

Graduate Program	Minimum Credit Required for Thesis		
Biology	5		
Forensics	3		
Art Therapy	3		
Clinical Counseling	3		
School Counseling	3		
English	4		
HPER	5		
IDT	6		
TESOL	6		
Math	3		
Music	2		
Phy Sci	3		
Clinical Psy	5		
Psy (IO/Exp)	3		
EDS	5		
History	6		
Rehab Counseling	3		
Certificate Information			
Since 200750	138 certificates issued		
	Mean GPA= 3.8		
	Only 1 had below 3.0 (2.5)		

Paul Hubbard

GRADUATE COUNCIL 2015-2016

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947
Ed Church	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
Martin Cuellar	Music	Box 4029	5230
<u>Stephanie Lanter</u>	Art	Box 4015	5246
Kathy Ermler	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403
James Costello	Counselor Education	Box 4036	5791
Dusti Howell	Instructional Design and Technology	Box 4037	5082
April Huddleston	Graduate Recruitment and Development		
	Specialist (Ex-Officio)	Box 4003	5430
Brenda Koerner	Biological Sciences	Box 4050	5616
Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821
Maire Johnson	Social Sciences	Box 4032	5461
Eric Trump	Physical Sciences	Box 4030	5991
Vanessa Hajek &	Graduate Student	Box 4003	5403
Janette Tulachka	Graduate Student	Box 4003	5403
Sharath Sasidaharan	Business	Box 4039	5087
Brian Schrader	Psychology	Box 4031	5317
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Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4045	5254

Jerald Liss, Chair – Brian Schrader, Vice Chair – Jan Gerstner, Executive Secretary

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Jerald Liss, Chair, Graduate Council

DATE: November 19, 2015

The Council of Graduate Studies will meet at 4:00 p.m. on Thursday, November 19, 2015 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the October 29, 2015 meeting.**
2. **Information/Congratulations/News**
 - Dr. David Cordle will be attending the graduate council meeting to discuss the full time graduate status from 6 credit hours to 9 credit hours.
3. **Action**
 - Overall 3.0 GPA to obtain graduate degree
 - Necessity of requesting all undergraduate transcripts
 - Students denied to program, coming back as non-degree students
4. **Reports/Discussion**
 - Split the GTA's stipend/waiver for fall and spring semesters
 - Number of transfer credit hours shared in two programs
5. **Regular Graduate Faculty**
6. **Associate Graduate Faculty**
7. **Curricular Change Request**
 - MBA – Admission Requirements
 - LI866
 - CD831
 - CD835
 - CD844
 - CD837

- Early Childhood Unified Accelerated and Licensure Programs
- Reading Specialist Licensure – Reduce Number of Required Hours

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Costello, Cuellar, Howell (Eberle) Johnson, Koerner, Lanter, Liss, Trump, Sasidaharan, Schrader, Smith, Storm, Wiley, Williams

Absent: Church, Ermler

The Council of Graduate Studies met at 4:00 p.m. on Thursday, November 19, 2015 in the President's Conference Room. Dr. Jerald Liss called the meeting to order.

Information

- Dr. Cordle was not able to attend, will attend a later graduate council meeting to discuss the full time graduate credit hours.

Action

- Minutes from the October 29, 2015 meeting were approved, one council member abstaining.
- Discussion occurred on the overall 3.0 GPA to obtain graduate degree. After discussion, graduate council approved cumulative 3.0 GPA to obtain graduate degree, one council member opposed.
- After council members discussed necessity of requesting all undergraduate transcripts, council members approved the graduate school will request official transcripts for the last 60 hours. Department will request if additional transcripts needed. (one abstention)
- Graduate Council unanimously approved the revised document for applicants that have been denied admission to a graduate program and are not eligible for non-degree study during the academic semester after having been denied admission, except with permission of the department.

Reports/Discussion

- After council members discussion to split the graduate teaching assistants stipend and waivers, council members agreed to bring this back to discuss at next council meeting.

- Graduate Council members discussed the transfer hours being shared with two degree programs, council members agreed to bring this back to discuss at next council meeting.

Curricular Changes

The following listed curricular changes were unanimously approved:

- MBA – Admissions Requirement
- LI866
- CD831
- CD835
- CD844
- CD837
- Early Childhood Unified Accelerated and Licensure Programs
- Reading Specialist Licensure – Reduce Number of Required Hours

Comments

Adjourned at 5:02pm
Next Meeting February 18th, 2016

Jan Gerstner

From: Kathy Ermler
Sent: Wednesday, December 02, 2015 8:04 AM
To: GraduateFacultyDL
Subject: Graduate Council Updates

Happy Holidays to everyone. It is hard to believe that fall semester is almost over and that fall commencement is next weekend! Graduate Council met on Nov. 17 and made some changes to graduate policy that need to be shared with all graduate faculty. If you have questions related to these changes, please see your graduate council representative or contact me.

Actions taken by Graduate Council

1. At the current time, graduate students only need to have a 3.0 GPA in the courses listed on their degree plan to be awarded a degree; not an overall GPA of 3.0. Graduate Council voted to require that graduate students must have a 3.0 overall and a 3.0 GPA in degree plan in order to be awarded a degree.
2. At the current time, the graduate school requires all undergraduate transcripts to be sent to the graduate office before lifting hold on student. Since the graduate admission requires a 2.5 GPA in the last 60 hours, the discussion focused on the necessity of requesting all undergraduate transcripts. Council approved the change to request official transcripts from where undergraduate degree was conferred and if the student has at least 60 hours from that university, no further transcripts will be requested. Departments may request additional transcripts if necessary.
3. At the current time, a student who applies to a degree program and is denied, can reapply as a non-degree student and begin to take classes. Council members approved the process for applicants who have been denied admission to a graduate program are not eligible for non-degree study during the academic semester after having been denied admission to the degree program; except with permission of the department. Essentially, we are requiring students who have been denied to an academic program to wait 1 semester before coming back as a non-degree student. This does not mean the student cannot reapply to another graduate degree immediately.

Discussion items currently being considered by Council

1. Graduate Assistants – splitting the award in half - .5 award – Information on the possibility of splitting an award is being explored and will be shared at the next council meeting
2. Shared hours and transfer hours. Council is looking at the way in which transfer hours can be shared with 2 degrees.

I hope you all have a wonderful Holiday.

EMPORIA STATE
UNIVERSITY

Kathy Ermler
Dean, Graduate School and Distance Education
Emporia State University
kermier@emporia.edu
620-341-5507

Draft statement about transfer hours being shared with 2 degree programs

Emporia State Graduate School policy on transfer credits states:

No more than nine (9) semester hours of credit may be transferred into an ESU program requiring fewer than 40 hours of graduate coursework, or fifteen (15) into an ESU program requiring 40 or more hours of graduate coursework. Individual programs may reduce this limit at their discretion.

In cases where graduate students are entering two graduate programs, the accepted number of transfer hours may be applied to one of the two degree programs or divided between the two degree programs. The accepted number of transfer credit cannot be applied to each degree program separately.

Jan Gerstner

From: Kathy Ermler
Sent: Wednesday, December 02, 2015 11:44 AM
To: Jan Gerstner; Mary Sewell
Subject: Check this please

Here is the statement for the handbook

Students must submit official Bachelor's degree transcripts containing at least 60 credit hours of course work and final grades. Any additional transcripts from college credit accumulated after the bachelor's degree, may be submitted if you will be using these credits for transfer credit or for last 60 GPA.

I think this will replace #6 in the handbook, page 5. Any other places? See what you think

EMPORIA STATE
U N I V E R S I T Y

Kathy Ermler
Dean, Graduate School and Distance Education
Emporia State University
kermler@emporia.edu
620-341-5507

Additional Information on Non-Degree Students – For Discussion at Graduate Council 10/29/15

Non-degree/Licensure Seeking Student Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree or certificate are classified as non-degree or licensure students. Non-degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. **Non-degree student do not qualify for financial aid.** Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student. Non-degree seeking students are not exempt from any course prerequisites.

Students are required to pay a \$25 application fee and submit proof of baccalaureate degree (copy of unofficial transcript,) from a regionally accredited institution by the end of the first semester. Course term limits and transfer courses for licensure programs are to be decided by the respective departments. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program.

A non-degree or licensure student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. **A maximum of 12 approved hours earned under this status may be applied to a degree program.** All course work transferred from non-degree to degree seeking must be at B- or better. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Some departments do require official transcripts from licensure applicants.

Non-degree graduate students must maintain a 3.0 GPA. If the cumulative GPA is less than 3.0, the student will be given one automatic probationary semester. If the student fails to improve following the probationary semester, the student will be made ineligible to enroll as a non-degree or degree-seeking graduate student. If at any time a student's term or cumulative GPA falls below 2.0, the student will be ineligible to enroll as a non-degree graduate student.

To be added to admission requirements of degree seeking students.

Applicants who have been denied admission to a graduate program are not eligible for non-degree study during the academic semester after having been denied admission, **except with permission of department.**

Part of the following requirement list

1. A bachelor's from a regionally accredited institution. Verification of undergraduate degree completion (Unofficial Transcript) must be sent to the Graduate School before an application can be processed. The document can be upload through the Graduate Application Portal, faxed to 620-341-5909, emailed to gradinfo@emporia.edu or mailed to: Emporia State University, Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801.
2. Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).

3. A grade point average of not less than 2.5 in the last 60 semester hours of study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program.
4. Probationary* admission to the Graduate School is permitted if the student has a grade point average between 2.2 and 2.49 on the last 60 hours of study. However it is up to the department to admit a student on probation. The student must achieve a 3.00 grade point average in his or her first nine semester hours of graduate study. If the student does not meet this condition, she or he will not be permitted to continue in graduate study.
5. **Applicants who have been denied admission to a graduate degree program are not eligible for non-degree study during the academic semester after having been denied admission, except with permission of department.**
6. Satisfactory completion of the entrance/admission tests required by the major department. Students who have not completed the required entrance/admissions tests by the first semester will not be allowed to enroll for a second semester. An enrollment hold will be placed on the student's account. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
7. Submission of official transcripts from each institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope or are received through a secure transcript service. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester. Secure electronic transcripts are accepted if sent to gradinfo@emporia.edu directly from the issuing institution.
8. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source that is a member of NACES (National Association of Credential Evaluation Services). Students will not be allowed to enroll until the evaluation has been received in the Graduate School.
9. Payment of a non-refundable \$40 application fee.

Jane Eberle - 1DT
Dusti Hassell

GRADUATE COUNCIL 2015-2016

Michael Butler ✓	Health, Physical Education and Recreation	Box 4013	5947
Ed Church	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
Martin Cuellar ✓	Music	Box 4029	5230
Stephanie Lanter ✓	Art	Box 4015	5246
Kathy Ermler	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403
James Costello ✓	Counselor Education	Box 4036	5791
Dusti Howell ✓	Instructional Design and Technology	Box 4037	5082
April Huddleston	Graduate Recruitment and Development		
Brenda Koerner ✓	Specialist (Ex-Officio)	Box 4003	5430
Jerry Liss ✓	Biological Sciences	Box 4050	5616
Maire Johnson ✓	Elementary Education/Early Childhood/Special Education	Box 4037	5821
Eric Trump ? ✓	Social Sciences	Box 4032	5461
Vanessa Hajek &	Physical Sciences	Box 4030	5991
Janette Tulachka	Graduate Student	Box 4003	5403
Sharath Sasidharan ✓	Graduate Student	Box 4003	5403
Brian Schrader ✓	Business	Box 4039	5087
Andrew Smith ✓	Psychology	Box 4031	5317
Mel Storm ✓	School of Library and Information Management	Box 4025	5203
Chad Wiley ✓	English, Modern Languages, and Journalism	Box 4019	5563
Jim Williams ✓	Mathematics, Computer Science, and Economics	Box 4027	5641
	Vice President, Student Affairs (Ex-Officio)	Box 4045	5254

Jerald Liss, Chair – Brian Schrader, Vice Chair – Jan Gerstmer, Executive Secretary

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Jerald Liss, Chair, Graduate Council

DATE: February 17, 2016

The Council of Graduate Studies will meet at 3:30p.m. on Thursday, February 18, 2016 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the November 19, 2015 meeting.**
2. **Information/Congratulations/News**
 - Mary Sewell will be replacing Doug Cooper when he retires on February 29th.
 - Kerri Jackson has joined the Graduate School and Distance Education staff as the Recruitment and Development Specialist.
 - Dr. David Cordle will be attending the graduate council meeting at 4pm to discuss the full time graduate status from 6 credit hours to 9 credit hours.
3. **Action**
 - Number of transfer credit hours shared in two programs
4. **Reports/Discussion**
 - Split the GTA's stipend/waiver for fall and spring semesters
 - Should there be a time limit for students on probation, who will monitor, and what are the consequences?
 - Connie Phelps will be attending to discuss the following: Should there be different admission standards for program concentrations?
5. **Regular Graduate Faculty**
 - Harvey Foyle – Professor, Instructional Design and Technology
 - Beth Dobler – Professor, Elementary Education/Early Childhood/Special Education
 - Cynthia Patton – Associate Professor, English, Modern Language, Journalism
 - Kevin Keinholz – Professor, English, Modern Language, Journalism
 - Gerry Coffman – Professor, Elementary Education, Early Childhood, Special Education
 - Sharath Sasidharan – Associate Professor, School of Business
 - Tanja Steigner – Associate Professor, School of Business
 - Tracy Freeze – Associate Professor, Music

Dawn McConkie – Professor, Music
Penelope Speedie – Associate Professor, Music

6. **Associate Graduate Faculty**
Javier Flores – Assistant Professor, School of Business
William Woodworth – Assistant Professor, Music

7. **Curricular Change Request**

- MC 540
- MC 541
- MC 549
- MC 550
- MC 859
- EL 887 – Change the number of credit hours
- Special Education-Adaptive (Endorsement)
- GB 886
- EG 785
- EG 783
- EG 789
- Business Education
- BE760

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Costello, Cuellar, Ermler, Howell, Johnson, Koerner, Liss, Trump, Sasidharan, Schrader, Smith, (Mirah Dow) Storm, Wiley

Absent: Lanter

Guests: David Cordle, Connie Phelps and Timothy Thornton

The Council of Graduate Studies met at 3:30 p.m. on Thursday, February 18th, 2016 in the President's Conference Room. Dr. Jerald Liss called the meeting to order.

Information

- Jerry Liss stated that he will be attending a conference in April, Brian Schrader will chair the next graduate council meeting.

Action

- Minutes from the November 19, 2015 meeting were unanimously approved.
- Discussion occurred on the transfer hours being shared with 2 degree programs. After council discussion, it was unanimously approved that the following paragraph will be included in the Graduate Policy Handbook.

In cases where graduate students are entering two graduate programs, the accepted number of transfer hours may be applied to one of the two degree programs or divided between the two degree programs. The accepted number of transfer credits cannot be applied to each degree program separately.

Reports/Discussion

- Dean Ermler discussed the advantages and disadvantages of splitting the Graduate Assistantship stipend and tuition waivers. She asked council members to take this information back to their respective departments.
- Dr. Phelps discussed the different GPA admission standards for program concentrations. After council member's discussion, Dean Ermler recommended to take this information back to their respective departments and will be an item on the next agenda.
- Dr. Cordle discussed the change and reasons for the full time graduate status from 6 credit hours to 9 credit hours. Council members considered the benefits of returning to the previous 6 credit standard but decided that without administrative support the long-term success of this endeavor amounted to equus mortuus est.

- After council members discussed the time limit for students on probation, Dean Ermler agreed to present a draft of a revised eligibility form to the council members at the next council meeting, which will become effective summer 2016.

Graduate Faculty

The following listed faculty were unanimously approved as **Regular Graduate Faculty** status:

- Harvey Foyle – Professor, Instructional Design and Technology
- Beth Dobler – Professor, Elementary Education, Early Childhood, Special Education
- Cynthia Patton – Associate Professor, English, Modern Language, Journalism
- Kevin Keinholtz – Professor, English, Modern Language, Journalism
- Gerry Coffman – Professor, Elementary Education, Early Childhood, Special Education
- Sharath Sasidharan – Associate Professor, School of Business
- Tanja Steigner – Associate Professor, School of Business
- Tracy Freeze – Associate Professor, Music
- Dawn McConkie – Professor, Music
- Penelope Speedie – Associate Professor, Music

The following listed faculty were unanimously approved as **Associate Graduate Faculty** status:

- Javier Flores – Assistant Professor, School of Business
- William Woodworth – Assistant Professor, Music

Curricular Changes

The following listed curricular changes were unanimously approved:

- MC540, MC541, MC549, MC550 and MC859
- GB886
- EL 887
- Special Education – Adaptive (Endorsement)
- Special Education – Adaptive (Admission Requirements)
- Early Childhood Unified Programs
- MS- Instructional Leadership (Discontinued)
- Education in Teaching
- Art Therapy
- Clinical Counseling
- IDT Program
- IT 790 and IT 795
- EG783, EG785 and EG789
- BE760

The following listed curricular changes were tabled:

- Early Childhood Accelerated Program was tabled until some questions can be answered.
- Business Education was tabled until the new courses were approved.

Comments

- Dean Ermler reminded the graduate council no meeting for the month of March, next meeting April 14, 2016.
- Dean Ermler reminded the last day for approval for curricular changes for Fall 2016/Spring 2017 will be the next graduate council meeting in April.

Adjourned at 5:05pm
Next Meeting April 14th, 2016

Transfer Hours Being Shared with 2 degree programs

Draft statement about transfer hours being shared with 2 degree programs

Emporia State Graduate School policy on transfer credits states:

No more than nine (9) semester hours of credit may be transferred into an ESU program requiring fewer than 40 hours of graduate coursework, or fifteen (15) into an ESU program requiring 40 or more hours of graduate coursework. Individual programs may reduce this limit at their discretion.

In cases where graduate students are entering two graduate programs, the accepted number of transfer hours may be applied to one of the two degree programs or divided between the two degree programs. The accepted number of transfer credit cannot be applied to each degree program separately.

Jan Gerstner

From: Martin Cuellar
Sent: Thursday, February 25, 2016 12:37 PM
To: Dusti Howell; Jan Gerstner; Andrew Smith; Brenda Koerner; Brian Schrader; Chad Wiley; Edwin Church; Eric Trump; James Costello; James Williams; Janette Tulachka - Student; Jerald Liss; Jodi Brinkman; Kathy Ermler; Kerri Jackson; Maire Johnson; Mel Storm; Michael Butler; Sharath Sasidharan; Stephanie Lanter; Vanessa Hajek - Student
Cc: Mirah Dow
Subject: RE: Graduate Council Minutes
Attachments: image001.jpg

I agree, Dusti, with your proposed paragraph.

And If it helps, "the horse is dead" translates in Latin as "equus mortuus est" and it has quite the scholarly ring to it. It could be inserted at the end of your proposed paragraph:

"Council members considered the benefits of returning to the previous 6 credit standard but decided that without administrative support the long-term success of this endeavor amounted to equus mortuus est." (JK).

Martin

From: Dusti Howell
Sent: Thursday, February 25, 2016 12:18 PM
To: Jan Gerstner; Andrew Smith; Brenda Koerner; Brian Schrader; Chad Wiley; Edwin Church; Eric Trump; James Costello; James Williams; Janette Tulachka - Student; Jerald Liss; Jodi Brinkman; Kathy Ermler; Kerri Jackson; Maire Johnson; Martin Cuellar; Mel Storm; Michael Butler; Sharath Sasidharan; Stephanie Lanter; Vanessa Hajek - Student
Cc: Mirah Dow
Subject: Re: Graduate Council Minutes

After reading the minutes of the Grad Council meeting, I feel that they slightly shortchanged the lively discussion that ensued after David Cordle left. Currently the lonely bullet in the minutes in reference to this simply states, "Dr. Cordle discussed the change and reasons for the full time graduate status from 6 credit hours to 9 credit hours. Council members accepted the changes after discussion."

I'd like to suggest rephrasing just the underlined segment in that bullet with the following.

Council members considered the benefits of returning to the previous 6 credit standard but decided that without administrative support the long-term success of this endeavor was in doubt.

Dusti

P.S. I really wanted to figure out how to get Ed Church's "The horse is dead" quote in the minutes but didn't have the literary prowess to pull that off. Perhaps Mel Storm or others with literary gifts can help out in this area. :)

GRADUATE COUNCIL 2015-2016

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947
Kid Church	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
Martin Cuellar	Music	Box 4029	5230
Stephanie Lanter - <i>Tridnet</i> <i>offered</i>	Art	Box 4015	5246
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<i>Conity 10/15</i>	Vice President, Student Affairs (Ex-Officio)	Box 4045	5254

Jerald Liss, Chair – Brian Schrader, Vice Chair – Jan Gerstner, Executive Secretary

Jan Gerstner

From: Sharath Sasidharan
Sent: Wednesday, February 17, 2016 2:47 PM
To: Jerald Liss
Cc: Kathy Ermler; Jan Gerstner; Timothy Thornton
Subject: FW: Grad Council Meeting
Attachments: agfeb16.pdf

Hi Jerald,

I would like to invite our Business Education faculty, Dr. Timothy Thornton, to the meeting to address questions regarding the revamped MSBE program (last two bullet points under Item 7 in the agenda). If you could have it addressed at the beginning of Item 7, we could let him leave early.

Thank you,
Sharath

Sharath Sasidharan PhD | Associate Professor | School of Business | Emporia State University | 620-341-5087 _____

From: Jan Gerstner
Sent: Wednesday, February 17, 2016 1:46 PM
To: Andrew Smith; Brenda Koerner; Brian Schrader; Chad Wiley; Dusti Howell; Edwin Church; Eric Trump; James Costello; James Williams; Janette Tulachka - Student; Jerald Liss; Jodi Brinkman; Kathy Ermler; Kerri Jackson; Maire Johnson; Martin Cuellar; Mel Storm; Michael Butler; Sharath Sasidharan; Stephanie Lanter; Vanessa Hajek - Student
Subject: Grad Council Meeting

Good Afternoon,

Just a reminder that Graduate Council will meet Thursday, February 18th at 3:30pm in the President's Conference Room. Please view the agenda attachment and documents are located in Skybox.

Enjoy the rest of your day!

Jan

[Emporia State University]
Jan Gerstner
Graduate School
Emporia State University
620-341-5508
jgerstn1@emporia.edu<mailto:jgerstn1@emporia.edu>

Jan Gerstner

From: Kathy Ermler
Sent: Wednesday, November 04, 2015 2:30 PM
To: Jan Gerstner
Subject: FW: Split GTAs

Please put on the agenda for next graduate council

EMPORIA STATE UNIVERSITY

Kathy Ermler
Dean, Graduate School and Distance Education
Emporia State University
kermmler@emporia.edu
620-341-5507

From: Martin Cuellar
Sent: Wednesday, November 4, 2015 1:16 PM
To: Jerald Liss <jliss@emporia.edu>
Cc: Andrew Houchins <ahouchin@emporia.edu>; David Cordle <dcordle@emporia.edu>; Kathy Ermler <kermmler@emporia.edu>
Subject: FW: Split GTAs

Jerry,

The music department has wanted for some time offer GTAs to students by splitting them in half (a student would receive half of a GTA in the fall semester and the other half would be awarded to a different student during the spring semester). In the past we have been told this can't be done but Provost Cordle has encouraged us to present it to the Graduate Council for approval and has discussed the matter with Dr. Ermler (please see correspondence below).

Would you please add this item to our next Graduate Council agenda.

Thank you,

Martín

From: Andrew Houchins
Sent: Wednesday, November 04, 2015 12:40 PM
To: Martin Cuellar
Subject: FW: Split GTAs

Hi Martin -

I contacted David and he said this is an issue for the Grad Council and that you can bring this up at a meeting to move it forward.

Thanks!!

- Andy

From: David Cordle
Sent: Wednesday, November 04, 2015 11:06 AM
To: Andrew Houchins
Cc: Kathy Ermler
Subject: RE: Split GTAs

Hi Andy,

Basically, someone on Grad Council (I think that's Martin for Music, right?) just needs to ask Kathy or Jerry Liss to put the issue on the agenda so it can be discussed.

I spoke with Kathy a while back about this, so she's aware that it will probably come up for discussion.

David

**EMPORIA STATE
UNIVERSITY**

David P Cordle
Provost
Academic Affairs
Emporia State University
620-341-5171
www.emporia.edu

IM A HORNET

From: Andrew Houchins
Sent: Tuesday, November 03, 2015 2:44 PM
To: David Cordle
Subject: Split GTAs

Hi David -

Hope you are having a good day. I know you are real busy, especially with the impending HLC (as well as the usual), but I was curious if the possibility of splitting a GTA had advanced at all. To be honest, I don't remember where the conversation last left off. No rush. I just checking to see if there was something I was supposed to do and didn't, yet.

Have a great one!

- Andy

Dr. Andrew Houchins
Professor of Music
ESU Department of Music
ahouchin@emporia.edu
620.341.6089

Additional Information on Non-Degree Students – For Discussion at Graduate Council 10/29/15

Non-degree/Licensure Seeking Student Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree or certificate are classified as non-degree or licensure students. Non-degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. **Non-degree student do not qualify for financial aid.** Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student. Non-degree seeking students are not exempt from any course prerequisites.

Students are required to pay a \$25 application fee and submit proof of baccalaureate degree (copy of unofficial transcript,) from a regionally accredited institution by the end of the first semester. Course term limits and transfer courses for licensure programs are to be decided by the respective departments. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program.

A non-degree or licensure student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. **A maximum of 12 approved hours earned under this status may be applied to a degree program.** All course work transferred from non-degree to degree seeking must be at B- or better. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Some departments do require official transcripts from licensure applicants.

Non-degree graduate students must maintain a 3.0 GPA. If the cumulative GPA is less than 3.0, the student will be given one automatic probationary semester. If the student fails to improve following the probationary semester, the student will be made ineligible to enroll as a non-degree or degree-seeking graduate student. If at any time a student's term or cumulative GPA falls below 2.0, the student will be ineligible to enroll as a non-degree graduate student.

To be added to admission requirements of degree seeking students.

Applicants who have been denied admission to a graduate program are not eligible for non-degree study during the academic year after having been denied admission. *except with permission of department*

Part of the following *semester* requirement list

1. A bachelor's from a regionally accredited institution. Verification of undergraduate degree completion (Unofficial Transcript) must be sent to the Graduate School before an application can be processed. The document can be upload through the Graduate Application Portal, faxed to 620-341-5909, emailed to gradinfo@emporia.edu or mailed to: Emporia State University, Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801.
2. Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
3. A grade point average of not less than 2.5 in the last 60 semester hours of study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program.

per Chad Wiley Amend

4. Probationary* admission to the Graduate School is permitted if the student has a grade point average between 2.2 and 2.49 on the last 60 hours of study. However it is up to the department to admit a student on probation. The student must achieve a 3.00 grade point average in his or her first nine semester hours of graduate study. If the student does not meet this condition, she or he will not be permitted to continue in graduate study.
5. **Applicants who have been denied admission to a graduate degree program are not eligible for non-degree study during the academic semester after having been denied admission.**
6. Satisfactory completion of the entrance/admission tests required by the major department. Students who have not completed the required entrance/admissions tests by the first semester will not be allowed to enroll for a second semester. An enrollment hold will be placed on the student's account. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
7. Submission of official transcripts from each institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope or are received through a secure transcript service. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester. Secure electronic transcripts are accepted if sent to gradinfo@emporia.edu directly from the issuing institution.
8. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source that is a member of NACES (National Association of Credential Evaluation Services). Students will not be allowed to enroll until the evaluation has been received in the Graduate School.
9. Payment of a non-refundable \$40 application fee.

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Brian Schrader, Vice Chair, Graduate Council
DATE: April 19, 2016

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, April 14, 2016 in the President's Conference Room.

AGENDA

1. Approval of minutes from the February 18, 2016 meeting.
2. **Information/Congratulations/News**
3. **Action**
 - Election of Council Vice Chair 2016 – 2017
4. **Reports/discussion**
 - What can we do to assist our students on probation? Draft of eligibility form and discussion on length of probation
 - Non-Degree seeking students, how to remove for insufficient grades & how to keep them from enrolling next semester.
 - Degree Plan will not be signed off on for extra hours, has to follow degree program.
 - Do we accept transfer credit hours toward a certificate?
 - Split the GTA's stipend/waiver for fall and spring semesters
5. **Regular Graduate Faculty**
Gaelynn Wolf Bordonaro, Associate Professor, Counselor Education
Jerry Will, Professor, School Leadership/Middle/Secondary Teacher Education
6. **Associate Graduate Faculty**
Evandro Camara, Associate Professor, Soc, Anthr, Crime/Delinquency Studies
7. **Curricular Change Request**
Music Program – Modification
Mathematics Program - Modification
EG 787
EG 788
FO 859 (Elective)
8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Costello, Cuellar, Ermler, Howell, Johnson, Koerner, Lanter, Liss, (Jennie Long), Trump, Schrader, Storm, Wiley, Williams

Absent: Sasidharan, Smith

Guests: Manjula Shinge

The Council of Graduate Studies met at 3:30 p.m. on Thursday, April 14th, 2016 in the President's Conference Room. Dr. Brian Schrader called the meeting to order.

Congratulations

- Graduate Council Committee congratulated and showed their appreciation to Dean Ermler for her time as the Dean of Graduate School and Distance Education.

Action

- Minutes from the February 18th meeting were unanimously approved.
- Mel Storm was unanimously elected to serve as Vice Chair for the 2016-2017 Graduate Council.

Reports/Discussion

- Council members discussed the probationary requirements and reasons for graduate study eligibility. Council members unanimously agreed that probationary conditions cannot extend more than 1 year or for a certain number of credit hours. The probationary requirements are required on the eligibility form. At the end of timeframe an automatic hold will be placed on students records.
- Council members discussed the draft policy related to academic standards for non-degree and degree seeking students. The Council members unanimously agreed with the policy change to go into effect Fall 2016. The policy reads, "Non-degree graduate students are held to the same academic standard as degree seeking graduate students. Degree seeking graduate students and non-degree graduate students must maintain a 3.0 GPA. If a graduate (Degree and Non-degree) student's semester GPA falls below 3.0, the student will be placed on academic probation and may be dismissed from her/his graduate program at the discretion of the department (denial of degree candidacy). A student who has two consecutive semesters of a GPA below a 3.0 will be dismissed from the Graduate School and not be permitted to enroll in classes. "

- Dean Ermler advised the council members the graduate student's degree plan will not be signed off with extra credit hours listed, only include the credit hours the graduate degree program requires.
- Council members discussed the number of transfer credit hours that will be accepted for a certificate program. After discussion council members agreed to take this issue back to their respective departments. This item will be on the September agenda.
- Council members discussed the advantages and disadvantages of splitting ($\frac{1}{2}$ time to $\frac{1}{4}$ time) the Graduate Assistantship stipend and tuition waivers. Council members unanimously agreed to make this an option for the graduate assistantships in their respective departments. Dean Ermler will bring this to Dr. Cordle for his approval before moving forward.

Graduate Faculty

The following listed faculty were unanimously approved as **Regular Graduate Faculty** status:

- Gaelynn Wolf Bordonaro – Associate Professor, Counselor Education
- Jerry Will – Professor, School Leadership/Middle/Secondary Teacher Education

The following listed faculty were unanimously approved as **Associate Graduate Faculty** status:

- Evandro Camara – Assistant Professor, Soc, Anthr, Crime/Delinquency Studies

Curricular Changes

The following listed curricular changes were unanimously approved:

- EG 787
- EG 788
- FO 859
- Music Program – Modification
- Mathematics Program - Modification

Comments

- Dean Ermler announced the Research & Creativity Day was on Thursday, April 28th, for graduate students to enter for oral or poster presentations, and three-minute-thesis.
- Jennie Long brought forward the discussion on the GPA admission standards for program concentrations. Dean Ermler recommended this would be an item on the September agenda.

Adjourned at 4:30pm

Next Meeting September 22, 2016

Done ✓

Non-Degree and Degree Seeking Student Probation and Dismissal from Program.

Non-degree graduate students are held to the same academic standard as degree seeking graduate students. Degree seeking graduate students and non-degree graduate students must maintain a 3.0 GPA. If a graduate (Degree and Non-degree) student's semester GPA falls below 3.0, the student will be placed on academic probation and may be dismissed from her/his graduate program at the discretion of the department (denial of degree candidacy). A student who has two consecutive semesters of a GPA below a 3.0 will be dismissed from the Graduate School and not be permitted to enroll in classes.

Put in Grades Section
LAST FILE

DRAFT

Jan Gerstner

From: Kathy Ermler
Sent: Tuesday, May 10, 2016 10:38 AM
To: Jan Gerstner
Subject: Split GAs

Good Morning

The Provost has approved the recommendation (passed by the Graduate Council) to permit departments the option to split Graduate Assistant position. A split GA is a graduate assistant:

1. Assigned ONLY 10 hours of work per week
2. Is not eligible for benefits or health insurance
3. Receives ½ of the full GA stipend
4. Receives only a 3 credit hour course waiver – any credit hours taken above 3 hours are charged at the Kansas resident tuition and paid for by the graduate assistant.

If you are considering or will be splitting the GA positions assigned to you for next year, you **must contact Jan Gerstner** to discuss the process used to split and hire a 10 hour GA.

EMPORIA STATE
UNIVERSITY

Kathy Ermler
Dean, Graduate School and Distance Education
Emporia State University
kermier@emporia.edu
620-341-5507

GRADUATE COUNCIL 2015-2016

Michael Butler ✓	Health, Physical Education and Recreation	Box 4013	5947
Ed Church ✓	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
Martin Cuellar	Music	Box 4029	5230
Stephanie Lanter ✓	Art	Box 4015	5246
Kathy Ermler ✓	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403
James Costello ✓	Counselor Education	Box 4036	5791
Dusti Howell ✓	Instructional Design and Technology	Box 4037	5082
Kerri Jackson ✓	Graduate Recruitment and Development		
	Specialist (Ex-Officio)	Box 4003	5430
Brenda Koerner ✓	Biological Sciences	Box 4050	5616
Jerry Liss ✓ <i>Jennie Long</i>	Elementary Education/Early Childhood/Special Education	Box 4037	5821
Maire Johnson ✓	Social Sciences	Box 4032	5461
Eric Trump ✓	Physical Sciences	Box 4030	5991
Vanessa Hajek & ✓	Graduate Student	Box 4003	5403
Janette Tulachka	Graduate Student	Box 4003	5403
Sharath Sasidharan ✓	Business	Box 4039	5087
Brian Schrader ✓	Psychology	Box 4031	5317
Andrew Smith	School of Library and Information Management	Box 4025	5203
Mel Storm ✓	English, Modern Languages, and Journalism	Box 4019	5563
Chad Wiley ✓	Mathematics, Computer Science, and Economics	Box 4027	5641
Tim Williams ✓	Vice President, Student Affairs (Ex-Officio)	Box 4045	5254

Jerald Liss, Chair – Brian Schrader, Vice Chair – Jan Gerstner, Executive Secretary

Visitor: Manjula Shinge

EMPORIA STATE UNIVERSITY

Office of Graduate Studies

ELIGIBILITY

DATE:

Eligibility Term:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

E ID:

ADVISOR:

ADVISOR E ID:

MAJOR:

CONCENTRATION (IF APPLICABLE):

Eligible for Graduate Study

Not Eligible for Graduate Study (reason must be given below)

Eligible on Probation

Time Frame on Probation (Date Requirements Completed By cannot be more than a 1 year time frame)

Date Requirements Completed by:

(REQUIRED)


PROBATIONARY REQUIREMENTS/REASON FOR INELIGIBILITY (whichever applicable)

Please Contact Yesenia Vazquez at ext. 5272 if you have any questions concerning completion of this form.

Signature

Signature Order: Department/Program

Department/Program

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