

# EMPORIA STATE UNIVERSITY

*Graduate School*

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TO: Members of the Graduate Council

FROM: Brenda Koerner, Chair, Graduate Council

DATE: September 20, 2018

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, September 20, 2018 in the President's Conference Room.

## AGENDA

1. **Approval of minutes from the April 19, 2018 meeting.**
2. **Reports/Discussion**
  - GA Awards for non-campus students (Zeni Colorado-Resa to present)
3. **Action**
  - Academic Probation Draft for the Graduate Level
  - ESRS Applications: Elizabeth Dobler, Deborah Hann and Paul Zunkel
4. **Regular Graduate Faculty**
  - Paul Bland, Professor, School Leadership/Middle/Secondary Teacher Education
  - Edwin Church, Professor, School Leadership/Middle/Secondary Teacher Education
  - Rachel Spaulding, Assistant Professor, English/Modern Languages/Journalism
  - Cate Crosby, Associate Professor, Instructional Design/Technology
  - Jeffrey Muldoon, Assistant Professor, Business Administration
  - Christopher Stone, Assistant Professor, Business Administration
  - Liz Diers, Assistant Professor, Accounting, Information Systems, and Finance
  - Antonina Bauman, Assistant Professor, Business Administration
  - Mohammed Sajedur Rahman, Assistant Professor, Business Administration
  - Rob Catlett, Associate Professor, Mathematics and Economics
  - Thomas Mahoney, Assistant Professor, Mathematics and Economics
  - Kaira Hayes, Associate Professor, Psychology
  - Stewart Gardner, Assistant Professor, Biological Sciences
  - Melissa Bailey, Associate Professor, Biological Sciences
  - Stephen Fields, Assistant Professor, Biological Sciences
  - Tim Burnett, Associate Professor, Biological Sciences
  - Gregory Schneider, Professor, Social Sciences
  - C. Emmer, Professor, Social Sciences
  - Brendan Fay, Assistant Professor, SLIM
  - James Walther, Assistant Professor, SLIM
  - Sandra Valenti, Assistant Professor, SLIM

- Jinxuan Ma, Assistant Professor, SLIM
- Deborah Larson, Associate Professor, Elementary Ed/Early Childhood/Special Education
- Karen Bates, Associate Professor, Elementary Ed/Early Childhood/Special Education
- Matt Seimears, Professor, Elementary Ed/Early Childhood/Special Education

5. **Associate Graduate Faculty**

- Basil Kessler, Assistant Professor, Counselor Education
- Tyler Goad, Instructor, Health, PE and Recreation
- Rachelle Rowley, Associate Professor, Sociology, Anthropology, Crime/Delinquency Studies
- Dwight Moore, Associate Professor, Biological Sciences

6. **Curricular Change Request**

- MLS – Modify Archives Studies Certificate

6. **Reports/Discussion**

- Graduate & Enrollment Report
- Kerri Jackson – Recruiting Path Presentation
- Expediting Application Path
- Overloads for accelerated students
- C Grades
- Chair & Vice Chair 2019-2020

7. **Information/Congratulations/News**

- Graduate Fall Commencement — Friday, December 14<sup>th</sup>, 6pm at William L. White Auditorium
- OnBase Graduate Faculty Recommendation Forms
- I & IP Grades
- Faculty members applying for graduate degree
- ProQuest Update

8. **Comments**



# EMPORIA STATE UNIVERSITY

## *Graduate School*

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**Present:** Butler, Lickteig, Johnson, Keough, Koerner, Liss, Vardell, Wade, Shinge, Spotswood, Storm, Trump, Wiley, Williams, Wolf Bordonaro (Miller), Ward, Lund

**Guests:** Mary Sewell, Zeni Colorado-Resa

The Council of the Graduate School met at 3:30 p.m. on Thursday, September 20, 2018 in the President's Conference Room. Dr. Brenda Koerner called the meeting to order.

### **Introduction**

- Council made introductions.

### **Action**

- Minutes from the April 19, 2018, meeting were approved (4 abstentions).
- After discussion, Graduate Council approved three applicants for the *Emporia State Research Studies Editorial Board*: Dr. Elizabeth Dobler, Dr. Deborah Hann and Dr. Paul Zunkel.
- Motion to extend meeting at 4:57pm for an additional 10 minutes was unanimously approved.

### **Reports/Discussion**

- Zeni Colorado-Resa discussed her department's experiences with off-campus, online Graduate Teaching Assistants and Graduate Research Assistants. Council members will discuss this issue with their respective departments. This will be an agenda item in October. In addition Dr. Colorado-Resa discussed the Instructional Design and Technology accelerated program.
- Dean Spotswood distributed a draft outlining suggested changes to the probation policy. After discussion, Dean Spotswood recommended council members discuss the probation policy with their respective departments. This will be an agenda item in October.
- Dean Spotswood discussed current graduate enrollment numbers and the factors likely affecting enrollment growth.
- Kerri Jackson presented a PowerPoint on graduate recruiting paths and urged departments to assign a contact person to communicate with students who had made contact with ESU.
- Dean Spotswood asked programs to review their application processes so the Graduate School could be as nimble as possible in turning applications around with an acceptance/denial decision.
- Dean Spotswood discussed whether overload hours should be revised for the Accelerated Online Programs. He asked the council to discuss with their departments. This will be an item on the next agenda.
- Dean Spotswood questioned the practice of allowing "C" grades on a degree plan when the standard to graduate is a 3.0 GPA. He asked council members to discuss with their respective departments; the item will be included on the next agenda.
- Graduate Council Vice Chair appointment was discussed for spring semester, since Dr. Koerner will be on sabbatical leave and Dr. Butler will assume the Chair duties. A new Vice Chair will be elected by the November meeting.

**Information/Congratulations/News**

- Graduate Fall Commencement will be held on Friday, December 14, 6pm at William L. White Auditorium.
- If individual faculty want access to OnBase Graduate Faculty Recommendation forms, they should contact Jan Gerstner.
- Council was asked to remind faculty in their programs of the difference between an I (incomplete) and IP (in progress) grades. IP grades should not be awarded until thesis or research has been completed.
- Council was reminded of the need for faculty to obtain Provost approval before making application to ESU graduate programs, following the university policy manual.
- The graduate school will begin uploading theses & dissertations to ProQuest database beginning fall 2018 semester.

**Regular Graduate Faculty**

**Regular Graduate Faculty** status was unanimously approved for the following listed faculty:

- Paul Bland, Professor, School Leadership/Middle/Secondary Teacher Education
- Edwin Church, Professor, School Leadership/Middle/Secondary Teacher Education
- Rachel Spaulding, Assistant Professor, English/Modern Languages/Journalism
- Cate Crosby, Associate Professor, Instructional Design/Technology
- Jeffrey Muldoon, Assistant Professor, Business Administration
- Christopher Stone, Assistant Professor, Business Administration
- Liz Diers, Assistant Professor, Accounting, Information Systems, and Finance
- Antonina Bauman, Assistant Professor, Business Administration
- Mohammed Sajedur Rahman, Assistant Professor, Business Administration
- Rob Catlett, Associate Professor, Mathematics and Economics
- Thomas Mahoney, Assistant Professor, Mathematics and Economics
- Kaira Hayes, Associate Professor, Psychology
- Stewart Gardner, Assistant Professor, Biological Sciences
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- Sandra Valenti, Assistant Professor, SLIM
- Jinxuan Ma, Assistant Professor, SLIM
- Deborah Larson, Associate Professor, Elementary Ed/Early Childhood/Special Education
- Karen Bates, Associate Professor, Elementary Ed/Early Childhood/Special Education
- Matt Seimears, Professor, Elementary Ed/Early Childhood/Special Education

**Associate Graduate Faculty**

**Associate Graduate Faculty** status was unanimously approved for the following listed faculty:

- Basil Kessler, Assistant Professor, Counselor Education
- Tyler Goad, Instructor, Health, PE and Recreation
- Rachelle Rowley, Associate Professor, Sociology, Anthropology, Crime/Delinquency Studies
- Dwight Moore, Associate Professor, Biological Sciences

**Curricular Changes**

The following listed curricular change was unanimously approved:

- MLS – Modify Archives Studies Certificate

**Comments**

- Jan Gerstner mentioned that council members will receive an email the following day, listing the names of the committees assigned to review and select scholarship applicants.

Adjourned at 5:05pm

Next Meeting: October 18, 2018



## PROPOSED CHANGES TO PROBATION POLICY (DRAFT)

### Rationale

- To uphold standards and maintain academic rigor across the Graduate School.
- To assist departments in maintaining a viable graduate student population.
- To alert graduate students, as quickly as possible, of consequences for substandard work.

### Procedure

- At the conclusion of the semester, the Graduate School will run a report of all students with semester GPA's falling below 3.0.
- Students listed on the report will receive an email (copied to adviser) notifying them that they have been placed on probation with the possibility for dismissal.
- Graduate advisers will review the circumstances of the student's academic performance and decide either: a) to move to dismissal, following the denial of degree candidacy process, or b) retain the student under probationary status. If the department decides to retain the student, that decision, along with any probationary conditions, will be communicated to the Graduate School. **All probationary conditions placed upon the student will be tracked by the department, not the Graduate School.**
- The Graduate School will notify the student (adviser copied) of probationary conditions and consequences for a second substandard semester.
- Students falling below a 3.0 GPA a second time will be dismissed from the Graduate School, following the denial of degree candidacy process.

### Graduate Policy Excerpts

#### **Grades**

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Accountancy, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a [3.0 cumulative] grade point average of B (3.0) in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B (inclusive of B-) or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

Commented [JS1]: Clarify language.



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 [to remain in good academic standing within the Graduate School]. 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 3.0 will be dismissed from the Graduate School, and not be permitted to enroll in classes. (Page 18)

**Commented [JS2]:** Redundant with next sentence.

**Commented [JS3]:** Why a 3.0 is necessary.

**Commented [JS4]:** Redundant

**Commented [JS5]:** Why do they need to be consecutive. Aren't two semesters of substandard work reason for dismissal?

**Commented [JS6]:** Redundant. If you are dismissed from the Graduate School, you won't be enrolling in classes as a graduate student.

### GRADUATE ASSISTANTSHIP AWARDS

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs. Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a quarter assistantship (10 hours per week).

Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

Split graduate assistants courses that count toward the 3 credit hour enrollment requirement must consist of graduate level courses. Once the 3 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). Any courses taken above 3 credit hours are charged at the Kansas resident tuition rate plus additional fees, are paid by the graduate assistant.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for quarter-time 10 hours or full time 20 hours

duty per week. Graduate assistants will be responsible for paying the campus and technology fees each semester.

Full time graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. Split graduate assistants are expected to work quarter-time (10 hours per week). Work given them is expected to fit with a 10-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances. Graduate assistants will not be compelled to work when the university is closed nor will they be docked in pay.

A graduate student may hold an assistantship funded via university allocations for one (1) masters degree or dual degree program. Masters students may hold an assistantship for up to six semesters (excluding summers). Ph.D. students may hold an assistantship for up to eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. (Revised by Graduate Council, Oct 19, 2017).

Graduate Assistants are required to show normal academic progress (3.00 grade point average) each semester (fall and spring semesters only). When a student's semester grade point average (GPA) falls between 2.99 and 2.5, below 3.0 the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA between 2.99 and 2.5 below 3.0 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated. The department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate assistantships may be terminated at any time on non-academic grounds including, but not limited to, misrepresentation of academic credentials or application materials, unsatisfactory performance on assigned tasks, insubordination, violation of University or departmental rules or policies, a criminal conviction, or a lack of appropriations or funding.  
(Pages 7-9)

**Commented [JS7]:** Why this? If a student is earning graduate credit during the summer, shouldn't that be counted as well?

**Commented [JS8]:** Why do they need to be consecutive. Shouldn't two substandard semesters be reason for termination of an award?

**Commented [JS9]:** This takes the decision out of the hands of the department, and the difference between 2.5 and 2.75 is nominal, at best, especially for a semester GPA.

**Commented [JS10]:** Capitalize as new sentence.



## Jan Gerstner

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**From:** Jerald Spotswood  
**Sent:** Tuesday, September 4, 2018 3:28 PM  
**To:** GraduateFaculty-grp  
**Subject:** ESRS Editorial Board Vacancies

Dear Colleagues:

On behalf of Michael Smith and Kat O'Meara, co-editors for *Emporia State Research Studies*, and the Graduate Council, I invite applications for the Editorial Board for one vacancy in the Teachers College and two vacancies in Liberal Arts and Sciences. Ideally, one of the two LA&S applications will come from a faculty member representing the hard sciences. Editorial Board members hold a 3-year term and are appointed by the Graduate Dean in consultation with the Graduate Council.

Prospective applicants should send a reduced version of their CV, featuring publication and/or editorial work, and a brief letter of interest as Word attachments to [tojspotswo@emporia.edu](mailto:tojspotswo@emporia.edu). Deadline for applications is 5:00 pm, Friday, September 14.

--jerry

**EMPORIA STATE**  
**UNIVERSITY**

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**Jerald W. Spotswood**  
Dean  
Graduate School and Distance Education  
Emporia State University  
620-341-5508  
[www.emporia.edu](http://www.emporia.edu)

To stop receiving messages from GraduateFaculty-grp group, stop following it.

Grad Council

EMPORIA STATE  
UNIVERSITY  
■ College of Liberal Arts and Sciences

Department of Social Sciences  
Campus Box 4032  
1 Kellogg Circle  
Emporia, Kansas 66801-5415  
620-341-5461  
620-341-5143 fax  
[www.emporia.edu/socsci/](http://www.emporia.edu/socsci/)

September 12<sup>th</sup>, 2018

Dear Dr. Smith and Dr. O'Meara,

I would like to apply for one of the vacancies from Liberal Arts and Sciences on the Editorial Board for *Emporia State Research Studies*. I am still an early career scholar, so my publishing history is not yet extensive, but I am eager to learn more about the process from the editorial side of the equation. At the end of last month, I submitted a paper I co-authored with Amanda Miracle here in the Social Studies Department to the *Journal of American Culture*. In addition to this recent writing, I just completed an article review for the *Journal of Geography* and am in the process of submitting an article taken from my dissertation to them.

I am interested in being on the board as a way to contribute to our campus community and to scholarship in general; participating in the Editorial Board seems an excellent way to do both. After conversations about the position and its responsibilities with Dr. Smith, I am excited by the opportunity to help brainstorm ideas for future issues and to generate strategies focused upon increasing participation from faculty and students across the campus and beyond.

I have also attached a reduced version of my CV, but please let me know if you need additional information. Thank you for your consideration.



Deborah Hann, Ph.D.  
Assistant Professor, Geography  
Social Science Department  
[dhann@emporia.edu](mailto:dhann@emporia.edu)  
(620) 341-5572



# Deborah G. Hann

Department of Social Sciences  
1 Kellogg Circle, Box 32  
Emporia State University  
Emporia, Kansas 66801

(620) 341-5572  
dhann@emporia.edu

## Education:

- 2015 Ph.D., Geographic Education, Department of Geography, Texas State University  
Dissertation Title: Geography in the Common Core: Embedded Themes of Place, Space, & Society in Children's Literature  
Dissertation Chair: Dr. Ronald R. Hagelman, III
- 2008 M.A., Department of Geography, California State University, Long Beach  
Thesis Title: Maps in Children's Literature: Their Uses, Forms, and Functions  
Thesis Co-Chairs: Dr. Judith Tyner & Dr. Christine Rodrigue
- 1996 B.A., Geography & English (English Ed.), California State University, Long Beach  
Minor: Comparative Literature

## University Experience:

- Fall 2017- Present Assistant Professor of Geography, Department of Social Sciences, Emporia State University
- Fall 2016-May 2017 Instructor of Geography, Department of Social Sciences, Emporia State University
- Fall 2015-May 2016 Visiting Assistant Professor, Department of Geography, Kansas State University
- Fall 2014-Spring 2015 Adjunct Instructor, Department of Geography, Texas State University

## Teaching Experience:

- Spring 2018 Cartography, GE 371A; GE 300, Topics: World in Film; World Regional Geography, GE 101; Honors Contract: World Regional Geography GE 101 AZ & Cultural Geography GE 454AZ
- Fall 2017 Cultural Geography, GE 454; Geography of the United States & Canada, GE 325; World Regional Geography, GE 101; Honors Contract (3): World Regional Geography GE 101 AZ
- Spring 2017 Applications of GIS, GE 572A/ES567A; World Regional Geography, GE 101
- Fall 2016 Political Geography, GE 457 (Online); World Regional Geography, GE 101
- Spring 2016 Geography Capstone Seminar, Geog 495; World Regional Geography, Geog 100, Kansas State University
- Fall 2015 World Regional Geography, Geog 100; Human Geography, Geog. 200, Kansas State University

## Other Relevant Work Experience:

- June 2013-Present Reader, Advance Placement (AP) Test for Human Geography, College Board, Cincinnati, OH
- June 1998-Present Question Writer, Geography Bee, National Geographic Society, Washington D.C.

**Publications:**

- Hann, D. 2012. An Analysis of Food Truck Locations in Austin, Texas. *Proceedings of the Applied Geography Conference 2012*. 57: 246-252.
- Hann, D. 2016. Geopolitical Messages in Children's Atlases. *Research in Geographic Education* 18(1); 57-73.

**Publications in Review:**

- Hann, D. and A. L. Miracle. Conflicted Authority: Early Quaker Women's Absence in Children's Literature. Submitted to: *Journal of American Culture*

**Publications in Progress:**

- Hann, D. and R. Hagelman. Geography in the Common Core: Embedded Themes in Children's Literature. Planned Submission: *The Journal of Geography*
- Hann, D. "Girding the Lion's Den;" Space, Place, & Gender in Alcott's *Little Women*. Planned Submission: *Children's Literature* (MLA/Children's Literature Association)
- Hann, D. and A. L. Miracle. Women's Spaces in Early Quaker America. Planned submission: *Material Culture*.
- A. L. Miracle, M. Smith, and **D. Hann**. Unnamed Constitution Day Research. Planned submission: *The Social Studies*.
- Zavar, E. and **D. Hann**. Flooded: Memorialization on the Landscape. Planned submission: *The Journal of Geography*.

**Graduate Committee Member:**

- Tate, Jessica Morgan. Religious Tolerance: Maryland, Rhode Island, and the First Amendment. Graduation Anticipated: Spring 2019
- Smith, Logan. Determining Possible Quantity Difference in Sinkholes in Barber County, Kansas in 1955 and 2015. Graduation anticipated May 2018.
- Larsen, Thomas B. Kansas State University, Last Child on The Prairie: Geo-Progressions, Mental Maps, And Sense Of Community Among Kansas Third Graders; Completed May 2016

**Conference Presentations:**

- "Expanding Geographic Thinking with Google's Tour Builder." Kansas Social Studies Conference (KSSS), Emporia, KS, October 2018.
- "Southern Food, *Southern Living*: Changes in Regional Identity over 30 Years of Recipes." Association of American Geographers (AAG), New Orleans, LA, April 2018
- Mentor and Mentee Panel: Discussant in Special Session for the Society of Women Geographers, Association of American Geographers (AAG), New Orleans, LA, April 2018
- "Conflicted Authority: Early Quaker Women's Absence in Children's Literature," with Dr. Amanda L. Miracle. National Social Science Association Conference, San Antonio, TX, October 17, 2017.
- "Finding Ways to Make Geography a Co-Star: Cultural Geography in Children's Books." Kansas Social Studies Conference, Abilene, KS, November 7, 2016
- "'Girding the Lion's Den;' Space, Place, & Gender in Alcott's *Little Women*." Association of American Geographers (AAG), San Francisco, CA, March 31, 2016.

"Expanding the 'tool box' for integrating English-Language Arts & Social Studies through Geography, Grades 2-8." Kansas Social Studies Conference, Topeka, KS, November 2, 2015.

"Embedded themes of human-environment interaction in children's literature," Rocky Mountain/Great Plains Division of the Association of American Geographers (RMGP), Kearney, NE, October 3, 2015

"Beyond Place Names: Geography in Children's Literature," Association of American Geographers (AAG), Chicago, IL, April 21, 2015.

"Geographic Discourse in Children's Literature," Southwest Division of the Association of American Geographers (SWAAG), Albuquerque, NM, October 24, 2014

#### **Presentations to the Community/Invited Presentations:**

"Girl's Spaces in Children's Literature," Women's History Month, Ethnic and Gender Studies Program, Emporia State University, March 7, 2018.

"Lunch & Learn: Southern Living: Food + Place." Ellen Plumb's City Bookstore, Emporia, KS, March 22, 2018.

"Conflicted Authority: Early Quaker Women's Absence in Children's Literature," with Amanda Miracle, Ellen Plumb's City Bookstore, Emporia, KS, March 2018.

#### **Invited Conference Presentations:**

"A Quick Tour Through Google's Tour Builder," Kansas Geographic Alliance's Geography Celebration. Manhattan, KS, January 20, 2018.

#### **Workshops and Special Training:**

Jumpstart Design & Delivery: Online Teaching and Learning Professional Development, Emporia State University Instructional Technology, September 7-9, 2018.

Assessment by Design Workshop, Office of Assessment, Evaluation and Institutional Outcomes, Johnson Country Community College, June 22, 2018

Advising Academy, Student Advising Center, Emporia State University, September 12, 2017

Designing and Using Rubrics to Measure Student Learning, Faculty Development Workshop, Emporia State University, April 14, 2017

Writing Meaningful and Measurable Student Learning Outcomes, Faculty Development Workshop, Emporia State University, March 15, 2017

Planning and Implementing Course Embedded Assessment, Faculty Development Workshop, Emporia State University, March 1, 2017

3-Simple Steps for Entering Your General Education Course Assessment Data, Faculty Development Workshop, Emporia State University, February 23, 2017



TO: Emporia State Research Studies  
FROM: Paul Zunkel, PhD  
RE: Application for ESRS editor position

Dear Dr. Spotswood, Dr. Smith, and Dr. O'Meara,

I would like to be considered for the open editor position for the *Emporia State Research Studies* (ESRS) journal. I am specifically applying for one of the open vacancies from Liberal Arts and Sciences. I have some experience publishing academic work and am actively working towards publication on several manuscripts, however, my publishing history is not extensive. This past summer, in July, 2018, I served as a manuscript editor for the *Annals of the American Association of Geographers*. Additionally, I have previously served as a manuscript editor for *Applied Geography*. Yesterday, September, 13<sup>th</sup>, I received word that my manuscript (The goût du terroir and culinary culture of Bloody Mary cocktails in the United States) in the book *Fermented Landscapes: Considering how processes of fermentation drive social and environmental change in (un)expected places and ways* was accepted for publication and will be in print between December 2019 and February 2020.

My interest in the position stems from my desire to further engage with the campus community and to progress my scholarship at the university. I am excited to bring my past publishing experience to the journal and to assist undergraduates to not only pursue research at the undergraduate level but to encourage submission of this research into the Emporia State Research Studies journal.

I have attached a copy of my CV, please let me know if you require any additional information. Thank you.

Paul Zunkel

Paul Zunkel, PhD  
Assistant Professor of Earth Science  
Department of Physical Sciences  
109A Science Hall  
Emporia State University  
Emporia, Kansas  
620-341-5977  
pzunkel@emporia.edu



## ***CURRICULUM VITAE***

### **Paul Zunkel, PhD**

Assistant Professor of Earth Science  
Department of Physical Sciences, SH 109A  
Emporia State University, Emporia, Kansas, 66801  
620-341-5977  
pzunkel@emporia.edu

### **EDUCATION:**

Ph.D., Geography, Texas State University. 2017.

Dissertation: *The Sensation-Seeking and Motivational Dimensions of Storm Chasers*.  
Richard W. Dixon, Advisor.

M.S., Geography, Minnesota State University, Mankato. 2013.

Thesis: *The Educational Training of Storm Spotters and Storm Chasers in Relation to Geographical Dispersion across the United States*.  
Forrest D. Wilkerson, Advisor.

B.S., Geography, Minnesota State University, Mankato. 2011.

Cecil S. Keen, Advisor.

Certificate in Geographic Information Science (GIS). Minnesota State University, Mankato. 2011.

### **PUBLICATIONS:**

#### **Refereed Articles:**

Zunkel, P. 2015. The contribution of TT Fujita to the understanding of tornado suction marks, spots, swaths, and vortices. *Progress in Physical Geography* 39(6):850-855.

Zunkel, P. 2015. The spatial extent and coverage of tornado sirens in San Marcos, Texas. *Applied Geography* 60:308-312.

#### **Book Chapters:**

Zunkel, P. 2019. The goût du terroir and culinary culture of Bloody Mary cocktails in the United States. Fermented Landscapes: Considering how processes of fermentation drive social and environmental change in (un)expected places and ways (ed. Colleen Myles). (Accepted).

### **JOURNAL REVIEWER:**

Annals of the American Association of Geographers  
Applied Geography

### **GRANTS, & SPONSORED PROJECTS:**

2016	Sally Ann Karnau Geography Dissertation Research Scholarship.	\$1,800
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2015	George D. Battle Memorial Scholarship Supporting Research in Climatology or Coastal Geography Scholarship.	\$500
2011	Minnesota State University, James F. Goff Geography Graduate Research Endowment.	\$3,000
2011	Minnesota State University, George J Miller Scholarship.	\$1,250

#### **AWARDS:**

2016	Pearson Outstanding Graduate Student Publication Award (Department of Geography, Texas State University).
2013	MAGS Award (Midwestern Association of Graduate Schools Distinguished Master's Thesis Award): Nominee.

#### **COURSES TAUGHT:**

##### **Teaching Assistant:**

##### **Minnesota State University, Mankato**

Geography 101 (Lower Division): Intro to Physical Geography  
Geography 218 (Lower Division): Weather Lab

##### **Texas State University**

Geography 1105 (Lower Division): Meteorology Lab  
Geography 4412 (Upper Division): Digital Remote Sensing

##### **Instructor of Record:**

##### **Texas State University**

Geography 1305 (Lower Division): Meteorology  
Geography 3416 (Upper Division): Principles of Remote Sensing (with lab course)

##### **University of Louisiana at Lafayette**

Geography 103 (Lower Division): World Geography  
Geography 104 (Lower Division): Introduction to Physical Geography  
Geography 310 (Upper Division): US and Canada  
Geography 371 (Upper Division): Selected Topics: Intro to GIS (with lab course)  
Geography 371 (Upper Division): Selected Topics: Extreme Weather and Disasters

##### **Emporia State University**

Earth Science 351A (Upper Division): Intro to Geospatial Analysis (with lab course)  
Earth Science 365A (Upper Division): World Regional Climatology  
Earth Science 567C (Lower and Upper Division): Oceanography  
Earth Science 567ZC (Lower Division): Oceanography (Online Distance Education)  
Earth Science 567XC (Upper Division): Oceanography (Online Distance Education)

### **PROFESSIONAL PRESENTATIONS:**

- 2019 Ross, S. and **P. Zunkel**. 2019. Video Games as Imaged Landscapes: How Modern Video Games Assist in Facilitating Geographic Education. American Association of Geographers 63<sup>rd</sup> Annual Meeting. Washington, D.C. (*Upcoming*)
- 2019 Zunkel, P. 2019. The Goût du Terroir and Culinary Culture of Bloody Mary Cocktails in the United States. American Association of Geographers 63<sup>rd</sup> Annual Meeting. Washington, D.C. (*Upcoming*)
- 2018 Zunkel, P. 2018. The Geography and Culinary Culture of Bloody Marys in the United States. American Association of Geographers 62<sup>nd</sup> Annual Meeting. New Orleans, Louisiana.
- 2017 Zunkel, P. 2017. The Sensation-Seeking and Motivational Dimensions of Storm Chasers. American Association of Geographers 61<sup>st</sup> Annual Meeting. Boston, Massachusetts.
- 2016 Zunkel, P. 2016. T. T. Fujita's Contribution to the Understanding of Tornado Suction Marks, Spots, Swaths, and Vortices. American Association of Geographers 60<sup>th</sup> Annual Meeting. San Francisco, California.
- 2015 Zunkel, P. 2015. Characteristics and Motivations of Storm Chasers. 38<sup>th</sup> Applied Geography/Southwest Division of the American Association of Geographers (SWAAG) Conference. San Antonio, Texas.
- 2015 **Zunkel, P.**, Dixon, R. W., and F. D. Wilkerson. 2015. Documenting Behavior and Characteristics of Storm Chasers. American Association of Geographers 60<sup>th</sup> Annual Meeting. Chicago, Illinois.
- 2014 Zunkel, P. 2014. The Spatial Extent and Coverage of Tornado Sirens in San Marcos, Texas. 37<sup>th</sup> Applied Geography Conference. Atlanta, Georgia.
- 2014 Zunkel, P. 2014. The Spatial Extent and Coverage of Tornado Sirens in San Marcos, Texas. American Association of Geographers 59<sup>th</sup> Annual Meeting. Tampa, Florida.
- 2013 Zunkel, P. 2013. The Educational Training of Storm Spotters and Storm Chasers in Relation to Geographical Dispersion Across the United States. Minnesota State University, Mankato.



- 2012 Zunkel, P. 2012. The Educational Training of Storm Spotters and Storm Chasers in Relation to Geographical Dispersion Across the United States (A Preliminary Report). 35<sup>th</sup> Applied Geography Conference. Minneapolis, MN.
- 2010 Zunkel, P. 2010. Atmospheric correction of MASTER data for the visible, infrared, and short-wave infrared spectrum. NASA/SARP. University of California, Irvine.

**INVITED LECTURER:**

- 2017 Geographic Information Systems and History. Department of History, Geography, and Philosophy, University of Louisiana at Lafayette.
- 2017 Tornadoes and storm chasing. Department of Geography, Texas State University.
- 2016 Tornadoes and storm chasing. Department of Geography, Texas State University.
- 2012 "The Educational Training of Storm Spotters and Storm Chasers in Relation to Geographical Dispersion Across the United States (A Preliminary Report)". Department of Geography, Minnesota State University, Mankato.
- 2012 "April 25-April 28, The Super Outbreak". Department of Geography, Minnesota State University, Mankato.
- 2011 "New Orleans' Susceptibility to Disaster: A Focus on Hurricane Katrina". Department of Geography, Minnesota State University, Mankato.

**SERVICE TO THE DEPARTMENT, UNIVERSITY, AND COMMUNITY:**

- 2018 Co-organizer: GeoTours – Lake Martin Swamp Tour. University of Louisiana at Lafayette.
- 2017 Guest Speaker: Geographic Information Systems and History. University of Louisiana at Lafayette.
- 2017 Co-organizer: GeoTours – Avery Island Tabasco. University of Louisiana at Lafayette.
- 2017 Guest Speaker: Texas Alliance for Geographic Education (TAGE). Texas State University.
- 2012 Panelist: "Preparing for Change — *What do we do now for our Earth?*" Minnesota State University. Mankato, MN.

**IN THE PRESS:**

- 2012 Mentioned, "Supercells, Haboobs, and a Saturday Night Soaking for MSP." *The Star Tribune*, Minneapolis, Minnesota. 5 May, 2012.  
<<http://www.startribune.com/blogs/150194825.html>>.



**OTHER INFORMATION:****Professional Memberships:**

- American Meteorological Society
- Association of American Geographers
- Secretary/Treasurer for the AAG Specialty Group: Wine, Beer, and Spirits
- Gamma Theta Upsilon (*International Geographic Honor Society*)
- Alpha Sigma Pi (*The National Society of Leadership and Success*)
- SCTXAMSNWA (*South Central Texas American Meteorology Society and National Weather Association*)

**Related Experience:**

2018 – Present	Assistant Professor of Earth Science, Emporia State University
2017 – 2018	Visiting Assistant Professor, University of Louisiana at Lafayette
2014	SKYWARN Certified Storm Spotter
2013 – 2017	Texas State University, Graduate Assistantantship
2012	Minnesota State University, Mankato Graduate Assistantantship, Teaching Assistantantship
2012	Minnesota State University, Mankato Graduate Assistantantship, Tutor
2011	'SpotterNetwork' Certified Storm Spotter
2009 – 2012	Minnesota State University, Mankato WALTER Weather Laboratory Director
2009 – 2010	Minnesota State University, Mankato WALTER Weather Laboratory Radon Director

September 12, 2018

Dean Spotswood and the ESRS Editorial Board,

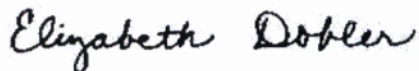
Please accept my application for the open position on the Emporia State Research Studies Editorial Review Board, representing The Teachers College. My qualifications for this position can be shared through three ideas: writing, mentoring, and sharing. First, I see myself as a writer. Writing an integral part of my professional life, including writing alone, with a partner, small groups, and teams. The skills I have developed as a writer stem from an honors English course I took at Emporia State as an undergraduate and have been nurtured by many helpful journal and book editors along the way.

Second, I believe writers should mentor and support novice writers. For me, this entails serving as the Chair of the Kansas Book Festival writing contest, along with serving as an editor for several university, state, national, and international journals. In addition, being a writer means taking that challenging step of sharing your writing with others, whether through blog posts, newspaper articles, journal articles, book chapters, or books. All of my experiences with sharing my writing have served as opportunities to grow.

Serving as the editor for the Kansas Journal of Reading may be the experience that has given me the best qualifications for being a member of the ESRS Review Board. In that role I organized reviewers, mentored writers, and also let colleagues know their manuscript was not accepted. I understand that at times an editorial board may be called upon to make difficult decisions about manuscripts or other issues that arise. While this process may not always be an easy one, I know it must be fair.

Thank you for the opportunity to apply for the Emporia State Research Studies editorial board. I hope to support writers and researchers at Emporia State in the ways I have been supported as a professional.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Dobler". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

Dr. Elizabeth Dobler

**CURRICULUM VITAE**  
**Elizabeth Dobler, Ph.D.**

<b>CONTACT</b>	6201 SW 48 <sup>th</sup> Pl. Topeka, KS 66610	edobler@emporia.edu 785-608-5762
<b>EDUCATION</b>		
M.L.S 2018	Emporia State University	Library & Information Management Emphasis: School Library Media
Ph.D. 2002	Kansas State University Manhattan, Kansas	Curriculum and Instruction Emphasis: Reading
M.S.E. 1989	Kansas State University Manhattan, Kansas	Curriculum and Instruction Emphasis: Reading
B.S.E. 1985	Emporia State University Emporia, Kansas	Elementary Education Emphasis: Early Childhood Special Education
<b>TEACHING LICENSE</b>	Kansas Professional License K-9	Endorsements: Reading Specialist, Early Childhood, SPED-EMH

**UNIVERSITY EXPERIENCE**

2018 to present	Director, The Teachers College Resource Center, Emporia State University
2012 to present	Professor, Emporia State University Department of Elementary Education, Early Childhood, Special Education
2007 to 2012	Associate Professor, Emporia State University
2003 to 2007	Assistant Professor, Emporia State University
1998 to 2003	Instructor, Emporia State University
1996 to 1998	Adjunct Instructor, Emporia State University

**Teaching – Undergraduate (face-to-face)**

- Language Arts in the Elementary School (1998 to present)
- Using Children's Literature in the Elementary Classroom (2011 to 2017)
- Reading in the Elementary School (2000 to 2008)
- Preparing a Professional Teaching Portfolio (2002 to 2004)
- Six Trait Writing Assessment (2000)
- Teacher's Choice Award Literature (1996), ITV course

**Teaching – Graduate (online)**

- EL 743 STEM Concepts Through Fiction and Nonfiction (2018)
- EL 801 Improvement of Instruction in Language Arts (2010 to 2014), online course



- EL 892 Teaching & Learning Models (2015)
- EL 821 Reading Curriculum and Strategy Instruction (2004 to 2010, 2014), online course
- EL 810 Web Reading Strategies/Information Literacy (2008, 2009, 2015 - 2018), online course
- EL 721 Reading Theory and Practice in the Elementary School (2000 to 2007), online course
- EL 743 Six Trait Writing Assessment and Instruction (2000)
- EL 743 Spelling Inquiry (1997, 1999)

#### **Supervision**

- Professional Development School Supervisor, Topeka (2003 to present)
- Supervision of interns/student teachers (1997 to 2013)
- Reading Practicum Supervision (1999, 2000)

### **PUBLICATIONS**

#### **Books**

Dobler, E. & Kelly, S. (under review). *No more technology instead of teaching*. Portsmouth, NH: Heinemann.

Coiro, J., Dobler, E., & Pelekis, K. (in production). *Planning for personal digital inquiry, K-4*. Portland, ME: Stenhouse

Dobler, E. & Eagleton, M. (2015). *Reading the Web: Strategies for Internet inquiry*. 2<sup>nd</sup> ed. New York: Guilford.

Dobler, E., Johnson, D., & Wolsey, T. D. (2013). *Forward thinking: Language arts on the move*. Scottsdale, AZ: Holcomb Hathaway.

Eagleton, M. & Dobler, E. (2007). *Reading the Web: Strategies for Internet inquiry*. New York: Guilford.

Dobler, E. & Azwell, T. (2007). *Real world reading: Making sense of the texts that matter in our everyday lives*. Kansas Technology Education Center.

Azwell, T. & Schmar, E. (1995). *A report card on report cards*. Portsmouth, NH: Heinemann.

#### **Book Chapters**

Dobler, E. (2007). Reading the Web: The merging of literacy and technology. In *School Reform and the School Library Media Specialist*, pp. 93-110. Westport, CT: Libraries Unlimited.

Duke, N., Schmar-Dobler, E., & Zhang, S. (2006). Comprehension and technology. *Handbook of Literacy and Technology*. New York: Erlbaum.

### Peer-Reviewed Journal Articles

- Lenski, S., Wolsey, T. D., Young, J. R., Scales, W. D., Yoder, K. K., Wold, L., Smetana, L., Grisham, D. L., Ganske, K., Dobler, E., & Chambers, S. A. (in review). Assessment literacy in practice: Do Novice Teachers Use What they Learned in Teacher Preparation Programs? *The Teacher Educator*.
- Lenski, S., Wolsey, T. D., Young, J. R., Scales, W. D., Yoder, K. K., Wold, L., Smetana, L., Grisham, D. L., Ganske, K., Dobler, E., & Chambers, S. A. (in review). Are we preparing or training teachers: Developing professional judgment and beyond teacher preparation programs. *Journal of Teacher Education*.
- Lenski, S., Wolsey, T. D., Young, J. R., Scales, W. D., Yoder, K. K., Wold, L., Smetana, L., Grisham, D. L., Ganske, K., Dobler, E., & Chambers, S. A. (2017). Mediating Factors in Literacy Instruction: How Novice Elementary Teachers Navigate New Teaching Contexts. *Reading Psychology* 1-48.
- Young, J., Scales, R., Grisham, D., Dobler, E., Wolsey, T. D., Smetana, L., Chambers, S., Ganske, K., Lenski, S., Yoder, K. K. (2017). Student teachers' preparation in literacy: Cooking in someone else's kitchen. *Teacher Education Quarterly*, 44(4), pp. in progress.
- Dobler, E. (2015). e-Textbooks: A personalized learning experience or a digital distraction? *Journal of Adolescent and Adult Literacy*, 58(6), 478-487.
- Scales, R., Ganske, K., Yoder, K. K., Grisham, D. L., Lenski, S. J., Wolsey, T. D., Chambers, S., Young, J., Dobler, E., Smetana, L. (Spring/Summer, 2014). Exploring the impact of literacy teacher education programs on student teachers' instructional practices. *Journal of Reading Education* 39(3), 3-13.
- Grisham, D. L., Dobler, E., Smetana, L., Yoder, K. K., Wolsey, T.D., Wold, L., Lenski, S. J., Scales, R.Q., Chambers, S., Young, J. & Ganske, K. (2014). Are teacher candidates learning what they are taught? Declarative literacy learning in ten teacher preparation programs. *Teacher Education and Practice*, 27(1), 168-189.
- Wolsey, T. D., Young, J. R., Scales, W. D., Lenski, S., Yoder, K. K., Wold, L., Smetana, L., Grisham, D. L., Ganske, K., Dobler, E., & Chambers, S. A. (2013). An examination of teacher education in literacy instruction and candidate perceptions of their learned literacy practices. *Action in Teacher Education* 35(3), 204-222.
- Dobler, E. (2013). Online feedback and the value of social presence. *The Oklahoma Reader* 48(1), 21-26.
- Lenski, S., Ganske, K., Chambers, S., Wold, L., Dobler, E., Grisham, D., Scales, R., Smetana, L., Wolsey, T. D., Yoder, K. & Young, J. (2013). Literacy course priorities and signature aspects of nine elementary literacy initial licensure programs. *Literacy Research and Instruction*, 52(1), 1-27.
- Mann, L., Dobler, E., & Larson, D. (2010). Building a tiered collaboration pre-service teacher education program. *The Kansas Teacher Education Advocate*, 18(1), 6-12.

- Green, S. & Dobler, E. (2010). The cognitive, affective, and instruction: A reciprocal relationship? *College Reading Association Yearbook*, 51, 347-360.
- Dobler, E., Kesner, C., Kramer, R., Resnik, M., & Devin, L. (2009). A collaborative model for developing classroom management skills in urban professional development school settings. *School University Partnerships* 3(1), 54-68.
- Dobler, E. (2009). Teachers as readers: How does my use of comprehension strategies influence my teaching of reading? *Journal of Reading Education*, 34(2), 10-18.
- Dobler, E. (2008). Blogs as learning tools. *Kansas Journal of Reading*, 23, 18-25.
- Coiro, J. & Dobler, E. (2007). Exploring the online comprehension strategies used by sixth-grade skilled readers to search for and locate information on the Internet. *Reading Research Quarterly*, 42(2), 214-257.
- Schmar-Dobler, E. & Briggs, J. (2005). From books to the Internet: Investigating informational text. *Kansas Journal of Reading*, 20, 8-14.
- Schmar-Dobler, E. (2003). Reading on the Internet: Linking literacy and technology. *Journal of Adolescent and Adult Literacy*, 47(1), 80-85.
- Dixon, R., Foster, T. & Schmar, E. (2002). Reading Cadre: A collaborative model of Professional Development with a Focus on Vocabulary Instruction. *Kansas Journal of Reading*, 18, 48-56.
- Schmar, E. (1999). Listening: The forgotten language art. *Kansas Journal of Reading*.

## Contributions

- Litt, D., Martin, S. D., Place, N. A. (2015). *Literacy in teacher education: Principles and effective practices*. New York: Guilford.
- Dobler, E. (June/July, 2013). Authentic reasons for close reading: How to motivate students to take another look. *Reading Today*, 30(6), 13-15.
- Dobler, E. (April/May, 2013). Looking beyond the screen: Evaluating the quality of digital books. *Reading Today*, 30(5), 20-21.
- Dobler, E. (August/September, 2012). Internet inquiry: Effective strategies to enhance critical inquiry skills. *Reading Today*, 31(1), 20-21.
- Dobler, E. (June/July, 2012). Professional learning networks: Driving discussions through Twitter. *Reading Today*, 29(6), 16-17.
- Dobler, E. (February/March, 2012). Flattening classroom walls: Edmodo takes teaching and learning across the globe. *Reading Today*, 29(4), 12-13.



Dobler, E. (December, 2011/January, 2012). Using iPads to promote literacy in the primary grades. *Reading Today*, 29(3), 18-19.

Schmar, E. (2004). Book review: Talking classrooms. *Communication Education*.

Schmar, E. & Young K. (2002). Children's Choices for 2002  
*Kansas Journal of Reading*.

Spandel, V. (2001). *Daybook of critical reading and writing*. Wilmington, MA:  
Great Source Education Group. Contributor and Consulting Editor

Schmar, E. & Young, K. (1999). Teacher's Choices for 1999.  
*Kansas Journal of Reading*.

Schmar, E. & Young, K. (1998). Teacher's Choices for 1998.  
*Kansas Journal of Reading*.

Schmar, E. (1996). Using graphic organizers with expository text.  
*Kansas Journal of Reading*.

Burden, P. (1995). *Classroom management and discipline*. New York: Longman.  
Contributed case study.

Schmar, E. (1993). A journey through whole language with intermediate students.  
*KASCD Record*.

Goodman, K, & Goodman, Y. (1990). Inventive spelling: Does it really work?  
*The Whole Language Catalogue*

## **GRANTS**

Kansas Literacy Center - \$4 million grant to create a state-wide literacy center, served as leader of the project work team, 2014-2016

Mobilizing Literacy - \$2 million grant to establish a literacy program for three counties of Kansas, served as the faculty liaison, spring, 2016

Reading First Grant – Facilitator for Avondale East Elementary School,  
Linn Elementary School, Scott Technology Magnet School, Topeka, Kansas, 2005 to 2008

## **SERVICE**

### ***Reviewer for Journals***

- *Educational Considerations* – state 2017 to present
- *The Reading Teacher* - international 2015 to present

- *Computers in Education* - national 2017 to present
- *Emporia State Research Studies* – university 2016 to 2018
- *Journal of Adolescent and Adult Literacy* - international 2015 to 2018
- *Journal of Early Childhood Literacy* - national 2014
- *Journal of Literacy Research* (Outstanding Reviewer, 2011) 2010, 2011
- *Language Arts* - national 2011
- *Elementary School Journal* - national 2009
- *School-University Partnerships* 2008
- Journal of the National Association for Professional Development Schools - national
- Journal of Research in Reading - national 2007

#### ***Kansas Reading Association***

- Editor, Kansas Journal of Reading 2009-2012

#### ***Dissertation Committees***

- Lisa Wilkinson, Grand Canyon University 2014 to 2016
- Shenglan Zhang, Michigan State University  
*WWWDOT Approach to Students' Evaluation of Websites* 2010 to 2012

**Kansas Book Festival** – Chair of State Writing Contest 2014 to present

**Children's Literature Book Review Column** – Topeka Capital Journal 2011 to 2017

Sept 20, 2018

# GRADUATE COUNCIL 2018-2019

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	<a href="mailto:alicktei@emporia.edu">alicktei@emporia.edu</a>
Maire Johnson	Social Sciences	Box 4032	5461	<a href="mailto:mjohns38@emporia.edu">mjohns38@emporia.edu</a>
Shawn Keough	Business	Box 4039	5408	<a href="mailto:skeough@emporia.edu">skeough@emporia.edu</a>
Brenda Koerner	Biological Sciences	Box 4050	5616	<a href="mailto:bkoerner@emporia.edu">bkoerner@emporia.edu</a>
Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	<a href="mailto:jliss@emporia.edu">jliss@emporia.edu</a>
Emily Vardell	School of Library and Information Management	Box 4025	5203	<a href="mailto:evardell@emporia.edu">evardell@emporia.edu</a>
John Wade	Psychology	Box 4031	5317	<a href="mailto:jwade2@emporia.edu">jwade2@emporia.edu</a>
Manjula Shinge	Instructional Design and Technology	Box 4037	6153	<a href="mailto:mshinge@emporia.edu">mshinge@emporia.edu</a>
Gerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	<a href="mailto:jspotswo@emporia.edu">jspotswo@emporia.edu</a>
Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	<a href="mailto:mstorm@emporia.edu">mstorm@emporia.edu</a>
Eric Trump	Physical Sciences	Box 4030	5991	<a href="mailto:etrump@emporia.edu">etrump@emporia.edu</a>
Chad Wiley	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	<a href="mailto:jwilliam@emporia.edu">jwilliam@emporia.edu</a>
Gaelynn Wolf Bordonaro	Counselor Education	Box 4036	5809	<a href="mailto:gwolf@emporia.edu">gwolf@emporia.edu</a>
Robert Ward	Music	Box 4029	5432	<a href="mailto:rward7@emporia.edu">rward7@emporia.edu</a>
Kerri Jackson	Associate Director-Graduate Recruiting and Marketing			
	*Graduate School (Ex-Officio)	Box 4003	5430	<a href="mailto:kjacks20@emporia.edu">kjacks20@emporia.edu</a>
	Graduate Student	Box		
	Graduate Student	Box		

Brady Lund

Brenda Koerner, Chair – Michael Butler, Vice Chair – Jan Gerstner, Executive Secretary



## Jan Gerstner

---

**From:** Gaelynn Wolf Bordonaro  
**Sent:** Monday, September 10, 2018 4:48 PM  
**To:** Jan Gerstner  
**Subject:** RE: Graduate Council Schedule

Thank you, Jan.

Dr. Katrina Miller, our Department Chair, will cover for me for the first meeting (September 20). I will be traveling to present a lecture overseas.

Warmly,  
Gaelynn

## EMPORIA STATE UNIVERSITY

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**Dr. Gaelynn P. Wolf Bordonaro, ATR-BC**  
Director, Art Therapy Program  
Professor, Department of Counselor Education  
Emporia State University  
One Kellogg Circle, Campus Box 4036  
Emporia, KS 66801  
620.341.5809  
[www.emporia.edu](http://www.emporia.edu)

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**From:** Jan Gerstner  
**Sent:** Monday, September 10, 2018 2:03 PM  
**To:** Gaelynn Wolf Bordonaro <[gwolf@emporia.edu](mailto:gwolf@emporia.edu)>  
**Subject:** Graduate Council Schedule

Below are the graduate council meetings for fall and spring. The council agenda and documents will be posted to Hornet365, SharePoint, <https://emporia.sharepoint.com/sites/GraduateCouncil/SitePages/Home.aspx> . Documents will be posted to Hornet365 on Monday the week of the council meeting. Please contact me if you cannot access the Graduate Council documents.

Thursday, September 20, 2018 - 3:30-5:00 - President's Conference Room  
Thursday, October 18, 2018 - 3:30-5:00 - President's Conference Room  
Thursday, November 15, 2018 - 3:30-5:00 - President's Conference Room  
Thursday, February 14, 2019 - 3:30-5:00 - President's Conference Room  
Thursday, March 21, 2019 - 3:30-5:00 - President's Conference Room  
Thursday, April 18, 2019 - 3:30-5:00 - President's Conference Room

Thank you,  
Jan

# EMPORIA STATE UNIVERSITY

*Graduate School*

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TO: Members of the Graduate Council

FROM: Brenda Koerner, Chair, Graduate Council

DATE: October 17, 2018

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, October 18, 2018 in the President's Conference Room.

## **AGENDA**

1. **Approval of minutes from the September 20, 2018 meeting.**
2. **Curricular Change Request**
  - LI 856
3. **Action**
  - Off Campus online GTA & GRA's
  - 4+1 program
  - Overloads for Accelerated Online Programs
4. **Discussion**
  - Academic Probation Draft for the Graduate Level & GA's
  - C grades
4. **Information/Congratulations/News**
5. **Comments**

# EMPORIA STATE UNIVERSITY

## Graduate School

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**Present:** Butler, Lickteig, Johnson, Keough, Koerner, Liss, Wade, Shinge, Spotswood, Storm, Trump, Wiley, Williams, Wolf Bordonaro, Ward, Lund, Vardell (Fay)

**Absent:** Jackson

**Guests:** Mary Sewell

The Council of the Graduate School met at 3:30 p.m. on Thursday, October 18, 2018 in the President's Conference Room. Dr. Brenda Koerner called the meeting to order.

### Action

- Minutes from the September 20, 2018, meeting were unanimously approved.
- Graduate Council discussed offering Graduate Assistantships, as GTAs or GRAs, to online, off-campus US citizens. After discussion, members agreed to this option with individual departments responsible for selecting and hiring off-campus graduate assistants. Dr. Spotswood will provide a draft for consideration for inclusion into the graduate policy handbook. This will remain an action item for the next council meeting.
- Graduate Council discussed the proposed change to the 4 +1 programs; council members unanimously approved the following changes to the graduate policy handbook:  
***Admission Standards (page 27 & 28)***  
*Revised 2<sup>nd</sup> bullet point: Student must apply for admission to the Graduate School during the second semester of their junior year or after 75 credit hours.*  
*Revised last bullet point: Student will be eligible to start the accelerated program after completing 90 (senior status) credit hours of coursework towards their undergraduate degree program. During senior year, students must complete "Request for Graduate Credit" form from the Graduate School.*  
***Degree Requirements (page 29)***  
*Added bullet point: In Masters programs requiring 40 or more hours of graduate coursework, a maximum of 15 hours may be shared between the Bachelor's and Master's program.*
- After discussion, council members agreed there is no need to change overload policy for the Accelerated Online Programs.

### Reports/Discussion

- After lengthy discussion regarding the draft to the probation policy, council members requested revisions to the draft. Revisions will be sent out prior to the next council meeting for departmental discussion and moved to an action item for November.
- C grades were not discussed; item will be included on the November agenda.

### Curricular Changes

The following listed curricular change was unanimously approved:

- LI 856

Adjourned at 5:00pm

Next Meeting: November 15, 2018



infractions that have been reported for each student, and any actions taken by the Provost and Vice President for Academic Affairs and Student Life.

*Dr. Spotswood revisions*

## Appendix A:

### Accelerated Degree Program Guidelines and Procedures

#### For Bachelor's/Master's Accelerated Degree Programs (4+1)

Emporia State University's Accelerated Degree programs (Bachelor's and Master's - 4+1) are designed by academic units to provide its selected highest quality students with the opportunity to link advanced undergraduate coursework with graduate coursework and degree completion with the opportunity to get a head start on the Master's degree while completing the Bachelor's degree. **All proposals must be sent through curriculum review and reviewed and approved by the Graduate Council and Dean of the Graduate School.**

There are two possible options for creating Accelerated Bachelor's/Master's Degree Programs. One option is where the bachelor's and master's program are in the same department (Undergraduate Math and Graduate Math) or closely related departments (Undergraduate Chemistry and Graduate Physical Sciences). The second option is where the bachelor's and master's program are in different disciplines. The two programs must clearly identify the undergraduate program, graduate program and shared hours.

Complete the program development form. Each proposal must include the following:

- A program description
- Admissions requirements (if higher than requirements set by Graduate School).
- Degree requirements for undergraduate program, graduate program and shared hours.
- A sample plan of study for both the undergraduate and graduate portions of the program.

#### Admission Standards

- Students must have a minimum of an overall undergraduate GPA of 3.3.
- Students must apply for admission to an accelerated master's option during their second semester of their junior year or after 75 credit hours. *the Graduate School*  
~~In order to apply, students must:~~  
~~1. Apply to Graduate School — "Graduate Application."~~  
~~2. Apply and be accepted to an approved accelerated master's program — "Accelerated Application Form."~~
- Students must meet all admission criteria established by the academic unit and Graduate Education, except the completion of the baccalaureate degree.

*Separate Form or  
Check box*

- The admission standards for the accelerated degree must be consistent with the admissions criteria of Graduate School and the academic unit for the Master's degree.
- A written statement detailing the satisfactory academic progress requirements to remain in the accelerated degree program must appear in all recruiting, admission materials and website provided by the academic unit.
- The academic unit must designate a faculty member responsible for coordinating the admissions process.
- Students will be eligible to start the accelerated program after completing 90 (senior status) credit hours of coursework towards their undergraduate degree program. During senior year, students must complete "~~Accelerated Enrollment Form~~" form from the Graduate School.

*Request for Graduate Credit*  
^

### Monitoring Student Status

- The academic unit must specify how a student's academic progress in the program will be monitored and reported. A student will be considered an undergraduate until all undergraduate degree requirements have been completed, at which time the Master's degree program will be activated. Undergraduate students enrolled in the accelerated programs will be eligible to enroll in graduate level courses and seminars. However, **they will not be eligible for most graduate services including teaching and research assistantships and related health insurance, financial aid, or graduate award programs until the undergraduate degree is completed.**
- All recruiting and admission materials provided by the academic unit should include a written statement indicating that students will be considered undergraduates until all undergraduate requirements have been met and the Bachelor's degree has been posted to the student's transcript.
- The academic unit must specify how the accelerated program will provide academic advising. Administration of the accelerated program must include an annual review of each student's academic progress in meeting both Bachelor's and Master's degree requirements.  
The academic unit must clearly outline satisfactory academic progress guidelines, including specific timelines, as well as the consequences of not meeting these requirements.
- Advisors must submit an undergraduate plan of study and a graduate degree plan for the student to appropriate offices.
- Undergraduate students who have been accepted to an accelerated bachelor's/master's degree program prior to the awarding of their undergraduate degree must complete all of their bachelor's degree requirements and graduate within 12 months of the first day of the semester for which they were admitted to the accelerated program.
- Undergraduate students may not use graduate level courses taken before they have been accepted in the accelerated master's program (i.e., students cannot retroactively become part of the accelerated degree). A degree plan must clearly identify the graduate course of study and identify the 12 shared hours.



## Degree Requirements

- Students in the accelerated degree program must meet all degree requirements of the Bachelor's and Master's programs.
- When a thesis is required for the Master's degree, the undergraduate honors thesis may not be substituted for the master's thesis.
- Accelerated Bachelor's/Master's programs may use a maximum of 12 pre-admission to Graduate School credits, which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. All 12 shared hours must be taken at the 700 level. No 500 or 600 level courses will be accepted as shared hours.
- Only course approved 700 level courses (12 shared hours) in which the student receives a B (B+, B) or better will be transferred to the graduate transcript. These courses must be approved by advisor, Department Chair and Dean of the Graduate School.
- Transcripts - Two transcripts, one undergraduate and one graduate, will show the completed coursework for Accelerated Degree students. Undergraduate transcripts will contain all courses taken as an undergraduate, including any graduate courses taken during the first four years; prior to undergraduate degree being awarded. Graduate transcripts will contain all courses taken as a graduate student. All courses shown on the undergraduate transcript (including graduate courses) will be used to calculate the undergraduate GPA. Graduate GPA will be calculated using only the graduate courses taken during the fifth year.

\* In Masters programs requiring 40 or more hours of graduate coursework, a maximum of 15 hours may be shared between the Bachelor's and Master's program.

## Continuing and Graduation Requirements

- Maintain a cumulative GPA of 3.3 or higher (in both undergraduate and graduate programs)
- Earn a grade of B (3.0) or higher on all double-counted, graduate level (700 level) courses.
- Complete the degree requirements within time limits set by the Graduate School and the degree-granting program.
- If a student does not meet the above the standards, s/he will be removed from the accelerated degree program. At that time, the department will change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor).

## Program Monitoring

- The academic unit should outline a plan for monitoring the program's success after three years.
- For official university reporting purposes, students will be considered as undergraduates until the Bachelor's degree is awarded.



## **Proposal Submission Procedures**

Accelerated degree program proposals must be submitted to Graduate School and Graduate Council for approval. Complete the program development form. Each proposal must include the following:

- A program description
- Admissions requirements (if higher than requirements set by Graduate School).
- Degree requirements for undergraduate program, graduate program and shared hours.
- A sample plan of study for both the undergraduate and graduate portions of the program.

## **Leaving the Accelerated Degree Program**

- Students admitted to the Accelerated Degree program, who voluntarily decide not to pursue a graduate degree, or who are not admitted to the graduate program, may change majors back to a regular undergraduate program at any time. If an Accelerated Degree student chooses not to pursue a graduate degree, the student should notify the administering department in writing of this decision; this notification should include the specific undergraduate major that the student intends to pursue. At that time, the department will change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor). Once a student withdraws from the accelerated program, s/he may not return to that program and cannot not reapply to the accelerated program again.

## **Tuition and Financial Aid**

- Undergraduate tuition rates apply to students up until undergraduate degree is awarded. After that time, graduate tuition rates will apply.
- Undergraduate students may receive federal financial aid (through the Financial Aid Office) for both undergraduate and graduate courses.
- However, once a student becomes a graduate student, financial aid is not available for undergraduate courses. In addition, financial aid as a graduate student is not available until an undergraduate degree has been conferred. This is why it is important for Accelerated Degree students to complete all undergraduate degree requirements and apply for an undergraduate degree during the first four years. Students are strongly encouraged to contact the financial aid office to discuss financial aid options during the fourth and fifth years.

## PROPOSED CHANGES TO PROBATION POLICY (DRAFT)

### Rationale

- To uphold standards and maintain academic rigor across the Graduate School.
- To assist departments in maintaining a viable graduate student population.
- To alert graduate students, as quickly as possible, of consequences for substandard work.

### Procedure

- At the conclusion of the semester, the Graduate School will run a report of all students with semester GPA's falling below 3.0.
- Students listed on the report will receive an email (copied to adviser) notifying them that they have been placed on probation with the possibility for dismissal.
- Graduate advisers will review the circumstances of the student's academic performance and decide either: a) to move to dismissal, following the denial of degree candidacy process, or b) retain the student under probationary status. If the department decides to retain the student, that decision, along with any probationary conditions, will be communicated to the Graduate School. **All probationary conditions placed upon the student will be tracked by the department, not the Graduate School.**
- The Graduate School will notify the student (adviser copied) of probationary conditions and consequences for a second substandard semester.
- Students falling below a 3.0 GPA a second time will be dismissed from the Graduate School, following the denial of degree candidacy process.

### Graduate Policy Excerpts

#### **Grades**

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Accountancy, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a [3.0 cumulative] grade point average of ~~B (3.0)~~ in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B (inclusive of B-) or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

Commented [JS1]: Clarify language.



*Policy enforced*

*Remwa \**  
~~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 [to remain in good academic standing within the Graduate School]. 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 3.0 will be dismissed from the Graduate School. and not be permitted to enroll in classes.~~  
(Page 18)

**Commented [JS2]:** Redundant with next sentence.

**Commented [JS3]:** Why a 3.0 is necessary.

**Commented [JS4]:** Redundant

**Commented [JS5]:** Why do they need to be consecutive. Aren't two semesters of substandard work reason for dismissal?

**Commented [JS6]:** Redundant. If you are dismissed from the Graduate School, you won't be enrolling in classes as a graduate student.

*leave consecutive cumulative*

### GRADUATE ASSISTANTSHIP AWARDS

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs. Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a quarter assistantship (10 hours per week).

Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

Split graduate assistants courses that count toward the 3 credit hour enrollment requirement must consist of graduate level courses. Once the 3 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). Any courses taken above 3 credit hours are charged at the Kansas resident tuition rate plus additional fees, are paid by the graduate assistant.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for quarter-time 10 hours or full time 20 hours



duty per week. Graduate assistants will be responsible for paying the campus and technology fees each semester.

Full time graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. Split graduate assistants are expected to work quarter-time (10 hours per week). Work given them is expected to fit with a 10-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances. Graduate assistants will not be compelled to work when the university is closed nor will they be docked in pay.

A graduate student may hold an assistantship funded via university allocations for one (1) masters degree or dual degree program. Masters students may hold an assistantship for up to six semesters (excluding summers). Ph.D. students may hold an assistantship for up to eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. (Revised by Graduate Council, Oct 19, 2017).

Graduate Assistants are required to show normal academic progress (3.00 grade point average) each semester (fall and spring semesters only). When a student's semester grade point average (GPA) falls between 2.99 and 2.5, below 3.0 the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA between 2.99 and 2.5 below 3.0 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated. The department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate assistantships may be terminated at any time on non-academic grounds including, but not limited to, misrepresentation of academic credentials or application materials, unsatisfactory performance on assigned tasks, insubordination, violation of University or departmental rules or policies, a criminal conviction, or a lack of appropriations or funding.  
(Pages 7-9)

*eligibility  
issue bring  
back*

**Commented [JS7]:** Why this? If a student is earning graduate credit during the summer, shouldn't that be counted as well?

**Commented [JS8]:** Why do they need to be consecutive. Shouldn't two substandard semesters be reason for termination of an award?

**Commented [JS9]:** This takes the decision out of the hands of the department, and the difference between 2.5 and 2.75 is nominal, at best, especially for a semester GPA.

**Commented [JS10]:** Capitalize as new sentence.

(Final)

## GRADUATE ASSISTANTSHIP AWARDS

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The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a quarter assistantship (10 hours per week). Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

Split graduate assistants courses that count toward the 3 credit hour enrollment requirement must consist of graduate level courses. Once the 3 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). Any courses taken above 3 credit hours are charged at the Kansas resident tuition rate plus additional fees, are paid by the graduate assistant. (Approved by Graduate Council 4/29/2016)

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for quarter-time 10 hours or full time 20 hours duty per week. Graduate assistants will be responsible for paying the campus and technology fees each semester. (Approved by Graduate Council 4/29/2016)



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Graduate Assistants are required to show normal academic progress (3.00 grade point average) each semester (fall and spring semesters only). When a student's semester grade point average (GPA) falls between 2.99 and 2.5, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA between 2.99 and 2.5 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate assistantships may be terminated at any time on non-academic grounds including, but not limited to, misrepresentation of academic credentials or application materials, unsatisfactory performance on assigned tasks, insubordination, violation of University or departmental rules or policies, a criminal conviction, or a lack of appropriations or funding. (Graduate Policy Handbook, 7-9)



**4B.03 FULL-TIME STATUS** (updated 9/2010; updated 3/21/2013; passed by Graduate Council 2/19/2015; approved by Provost 2/20/2015 )

A minimum load of 10 hours for undergraduate students is considered a full load for tuition and fees. A minimum load of 12 hours for undergraduate students and 9 hours for graduate students is considered a full load for financial aid.

The minimum course load for graduate assistants is 6 hours during regular terms and 4 hours for a 5-week summer term. Courses which count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by the graduate school with the approval of the department and graduate dean. (passed by Graduate Council 2/20/03; approved by Vice President for Academic Affairs 4/28/03; passed by Graduate Council 1/17/2013; approved by Interim Provost 1/29/2013)

**4B.04 CONCURRENT UNDERGRADUATE STUDENTS**

Students who are enrolled in high school and wish to take courses as a part-time student may not normally enroll in more than 9 credit hours in 1 semester or summer session. The application of all credit earned while enrolled as a concurrent undergraduate student toward fulfilling degree requirements will be determined after the student has been admitted to the University and becomes a candidate for a particular degree. Persons wishing to enroll as concurrent undergraduate students may obtain a concurrent undergraduate student application form from the ESU Admissions Office. Financial aid is not available for concurrent students.

**4B.05 SENIORS EARNING GRADUATE CREDIT** (updated 9/2010; approved by Graduate Council 11/15/2012)

College seniors at Emporia State University, or other 4 year institutions, may earn graduate credit at ESU during the term in which the undergraduate degree is received and the term immediately preceding the final term by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Seniors taking courses for graduate credit must have a minimum overall GPA of 2.5.
- 3) Obtaining approval of the advisor, course instructor, and Dean of the Graduate School prior to the end of the drop-add period. The Senior Request for Graduate Credit card may be obtained in the Graduate School.
- 4) Not needing or using the courses to meet undergraduate degree requirements. 4+1 program
- 5) Providing assurance that the total enrollment will not exceed 17 hours per semester or 10 hours per summer term and that no more than 12 semester hours of graduate credit is to be accumulated in this way.

Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded.

X 5278  
Dr. Sleezer

new - Kim Simon  
Physical Sciences



# REQUEST FOR APPROVAL OF OVERLOAD FOR

Term/Year \_\_\_\_\_

**Completed Form MUST Be Submitted Prior to Completing Enrollment**

An undergraduate overload is 19 or more hours in a FALL or SPRING term. A graduate overload is 17 or more hours; 13 or more hours for graduate assistants. See reverse side for SUMMER term load policy. The only exceptions to overloads parameters listed here are the following:

- "Paper" overloads created when a student earns credit by examination and must "enroll" in the class to record that credit.
- "Paper" overloads created when a student must enroll in thesis or similar credit (research study) when the work has already been completed.
- Very exceptional or hardship cases when approved by the dean of the school/college in which the student has major and by the graduate dean if graduate study.

Overload permit forms will have to be processed to approve the overloads described in a, b and c above.

INSTRUCTION: Complete all parts of this form and deliver to the Registration Office.

Student Name \_\_\_\_\_

Student ID No. \_\_\_\_\_

Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ Special

Current Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Submitted to Advisor \_\_\_\_\_

## TO BE COMPLETELY FILLED IN BY STUDENT

### LIST ALL COURSES

Subj.	Course No.	Section	CRN	Cr. Hrs.	Beginning/Ending of Class	No. of Weeks

Total Hours Requested \_\_\_\_\_

MAJOR \_\_\_\_\_

DEGREE OBJECTIVE \_\_\_\_\_

DATE DEGREE EXPECTED \_\_\_\_\_

Undergrad. GPA \_\_\_\_\_ Grad. GPA \_\_\_\_\_

Reason for overload (fully explain):

ADVISOR'S RECOMMENDATION:

☐ Approved

☐ Not Approved

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Chair \_\_\_\_\_

Date \_\_\_\_\_

Graduate Dean (for graduates) \_\_\_\_\_

Date \_\_\_\_\_



# GRADUATE COUNCIL 2018-2019

✓ Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
✓ Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	<a href="mailto:alicktei@emporia.edu">alicktei@emporia.edu</a>
✓ Maire Johnson	Social Sciences	Box 4032	5461	<a href="mailto:mjohns38@emporia.edu">mjohns38@emporia.edu</a>
✓ Shawn Keough	Business	Box 4039	5408	<a href="mailto:skeough@emporia.edu">skeough@emporia.edu</a>
✓ Brenda Koerner	Biological Sciences	Box 4050	5616	<a href="mailto:bkoerner@emporia.edu">bkoerner@emporia.edu</a>
✓ Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	<a href="mailto:jliss@emporia.edu">jliss@emporia.edu</a>
✓ Emily Vardell - NO	School of Library and Information Management	Box 4025	5203	<a href="mailto:evardell@emporia.edu">evardell@emporia.edu</a>
✓ John Wade	Psychology	Box 4031	5317	<a href="mailto:jwade2@emporia.edu">jwade2@emporia.edu</a>
✓ Manjula Shinge	Instructional Design and Technology	Box 4037	6153	<a href="mailto:mshinge@emporia.edu">mshinge@emporia.edu</a>
✓ Gerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	<a href="mailto:jspotswo@emporia.edu">jspotswo@emporia.edu</a>
✓ Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	<a href="mailto:mstorm@emporia.edu">mstorm@emporia.edu</a>
✓ Eric Trump	Physical Sciences	Box 4030	5991	<a href="mailto:etrump@emporia.edu">etrump@emporia.edu</a>
✓ Chad Wiley	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
✓ Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	<a href="mailto:jwilliam@emporia.edu">jwilliam@emporia.edu</a>
✓ Gaelynn Wolf Bordonaro	Counselor Education	Box 4036	5809	<a href="mailto:gwolf@emporia.edu">gwolf@emporia.edu</a>
✓ Robert Ward	Music	Box 4029	5432	<a href="mailto:rward7@emporia.edu">rward7@emporia.edu</a>
Kerri Jackson	Associate Director-Graduate Recruiting and Marketing			
	* Graduate School (Ex-Officio)	Box 4003	5430	<a href="mailto:kjacks20@emporia.edu">kjacks20@emporia.edu</a>
✓ Brady Lund	Graduate Student Representative			
	Graduate Student	Box		<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>

Brenda Koerner, Chair – Michael Butler, Vice Chair – Jan Gerslner, Executive Secretary

Mary Sewell



# EMPORIA STATE UNIVERSITY

*Graduate School*

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TO: Members of the Graduate Council

FROM: Brenda Koerner, Chair, Graduate Council

DATE: November 13, 2018

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, November 15, 2018 in the President's Conference Room.

## **AGENDA**

1. **Approval of minutes from the October 18, 2018 meeting.**
2. **Information/Congratulations/News**
  - Online GTAs or GRAs and health insurance.
3. **Regular Graduate Faculty**
  - Mohammad Chowdhury, Professor, School of Business (Business Administration)
  - Charlie Jiang, Assistant Professor, School of Business (Business Administration)
  - Carol Lucy, Instructor, School of Business (Business Administration)
  - Will Senn, Assistant Professor, School of Business (Accounting, Info System and Finance)
4. **Curricular Change Request**
  - Elementary Education/Early Childhood/Special Education**
    - MS Early Childhood Unified – Modify Graduation Requirements
    - MS Early Childhood Unified B-K & B-8 Modify
    - MS Early Childhood Unified Modify Admissions
    - MS Elementary Education Modify
    - MS Special Education Modify
    - MS Instructional Specialist Modify
    - EL 740
  - IDT**
    - TESOL – Modify Admission Requirements
    - IDT – Modify Admission Requirements
  - HPER**
    - MS Athletic Training – New Program

5. **Action**

- Election of Council Vice Chair 2019-2020
- Off campus, online GTAs & GRAs (Draft)
- Proposed changes to Probation Policy (Draft)

6. **Reports/Discussion**

- C Grades

7. **Comments**

- Designated Program Contacts
- Thesis Review Process
- Departments progress reviewing application material and process

# EMPORIA STATE UNIVERSITY

## Graduate School

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**Present:** Butler, Lickteig (Limpert), Johnson, Keough, Koerner, Liss, Vardell, Wade, Shinge, Spotswood, Storm, Trump, Wiley, Wolf Bordonaro, Ward,

**Absent:** Williams, Jackson, Lund

**Guests:** Paul Luebbers, Matt Howe

The Council of the Graduate School met at 3:30 p.m. on Thursday, November 15, 2018 in the President's Conference Room. Dr. Brenda Koerner called the meeting to order.

### Information

- Jan Gerstner informed council members that Kansas resident graduate assistants have to either take an on-campus class or work on-campus to be eligible for student insurance.
- Dean Spotswood reminded council to contact Kerri Jackson for their department designated program contact.
- Dean Spotswood asked council members to remind committees that all theses should meet graduate level standards for both content and written expression.
- Dean Spotswood thanked the department's progress in reviewing application material processes.

### Action

- Minutes from the October 18, 2018, meeting were unanimously approved.
- Paul Luebbers and Matt Howe presented curricular changes on the new MS-Athletic Training program. After discussion, council members unanimously approved the curriculum.
- Mike Butler was unanimously elected to serve as Graduate Council Chair for spring 2019 and 2019-2020. Brenda Koerner, chair for 2018-2019 will be going on sabbatical spring 2019.
- Chad Wiley was unanimously elected to serve as Graduate Council Vice Chair for spring 2019 and 2019-2020.
- After discussion of off-campus, online graduate assistantships, council members unanimously approved the following statement in bold script to be added to the graduate policy handbook, page 7.

*Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs. Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). **Departments may elect to use***



*part or all of their graduate assistantship allocations towards off-campus, online GTAs or GRAs. Off-campus, online GAs must meet all requirements for an award, must be a US citizen or a US resident, and their contracts must clearly detail the work assignment and the supervisory structure that will oversee their work.*

- After discussion graduate council members unanimously approved the proposed changes to the probation policy. Separate document lists the changes to the graduate policy handbook, grades section (pages 18-19) and graduate assistantship awards (pages 7-9). Strikethroughs indicate deletions and underlined boldface script indicates additions.

#### **Reports/Discussion**

- C grades were not discussed; item will be included on the February agenda.

#### **Graduate Faculty**

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

- Mohammad Chowdhury, Professor, School of Business
- Charlie Jiang, Assistant Professor, School of Business
- Carol Lucy, Instructor, School of Business (autofill in Banner incorrect, Assistant Professor and received PhD)
- Will Senn, Assistant Professor, School of Business

#### **Curricular Changes**

The following listed curricular change was unanimously approved:

##### **Elementary Education/Early Childhood/Special Education**

- MS Early Childhood Unified – Modify Graduation Requirements
- MS Early Childhood Unified B-K & B-8 Modify
- MS Early Childhood Unified Modify Admissions
- MS Elementary Education Modify
- MS Special Education Modify
- MS Instructional Specialist Modify
- EL 740

##### **IDT**

- TESOL – Modify Admission Requirements
- IDT – Modify Admission Requirements

##### **HPER**

- MS Athletic Training – New Program

Adjourned at 4:55pm

Next Meeting: February 14, 2019

## Jan Gerstner

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**From:** Jerald Spotswood  
**Sent:** Thursday, October 25, 2018 2:53 PM  
**To:** Brenda Koerner; Jan Gerstner; Amanda Lickteig; Brady Lund - Student; Chad Wiley; Dede Thomas; Emily Vardell; Eric Trump; Gaelynn Wolf Bordonaro; James Williams; John Wade; Kerri Jackson; Maire Johnson; Manjula Shinge; Mary Sewell; Mel Storm; Michael Butler; Robert Ward; Shawn Keough; Jerald Liss  
**Subject:** Re: Graduate Council - Probation Policy & Off Campus/Online GA's Drafts

Hey Brenda and Jerry:

I'm not opposed to the word "cumulative," I just didn't remember its fate at Council. I don't want to be too pedantic, but the more I look at the placement of the word "cumulative," the more it confuses the intent of the sentence. If placed before GPA, in the context of two consecutive semesters, it doesn't really get at what I remember Jerry's point being: what if a student has two bad semesters but still is above a cumulative 3.0?

What about this as an alternative:

A student who has two consecutive semesters of a GPA below 3.0 **and holds a cumulative GPA below 3.0** will be dismissed from the Graduate School **following the denial of degree candidacy process initiated by the department chair.** and not be permitted to enroll in classes. **Students wanting to appeal dismissal should consult the University Policy Manual, section 4E.1406.**  
(Graduate Policy Handbook, 18-19)

--jerry

**EMPORIA STATE**  
**UNIVERSITY**

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**Jerald W. Spotswood**  
Dean  
Graduate School and Distance Education  
Emporia State University  
620-341-5508  
[www.emporia.edu](http://www.emporia.edu)

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**From:** Brenda Koerner  
**Sent:** Thursday, October 25, 2018 2:32:24 PM  
**To:** Jerald Spotswood; Jan Gerstner; Amanda Lickteig; Brady Lund - Student; Chad Wiley; Dede Thomas; Emily Vardell; Eric Trump; Gaelynn Wolf Bordonaro; James Williams; John Wade; Kerri Jackson; Maire Johnson; Manjula Shinge; Mary Sewell; Mel Storm; Michael Butler; Robert Ward; Shawn Keough; Jerald Liss  
**Subject:** Re: Graduate Council - Probation Policy & Off Campus/Online GA's Drafts

Hi Jerry,

I do recall that the general consensus was to specify that the GPA for point #2 was to be changed to cumulative. I missed that portion in the initial review, but I think making that change now will get us farther along. Removing any ambiguity will make enforcement of the policy less problematic - at least in my opinion for what it's worth.

Brenda

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**From:** Jerald Liss

**Sent:** Thursday, October 25, 2018 2:21:42 PM

**To:** Jerald Spotswood; Jan Gerstner; Amanda Lickteig; Brady Lund - Student; Brenda Koerner; Chad Wiley; Dede Thomas; Emily Vardell; Eric Trump; Gaelynn Wolf Bordonaro; James Williams; John Wade; Kerri Jackson; Maire Johnson; Manjula Shinge; Mary Sewell; Mel Storm; Michael Butler; Robert Ward; Shawn Keough

**Subject:** RE: Graduate Council - Probation Policy & Off Campus/Online GA's Drafts

Hi Jerry,

Sounds good on both points. Thank you,

Jerry

---

**From:** Jerald Spotswood

**Sent:** Thursday, October 25, 2018 2:12 PM

**To:** Jerald Liss <jliss@emporia.edu>; Jan Gerstner <jgerstn1@emporia.edu>; Amanda Lickteig <alicktei@emporia.edu>; Brady Lund - Student <blund2@g.emporia.edu>; Brenda Koerner <bkoerner@emporia.edu>; Chad Wiley <cwiley1@emporia.edu>; Dede Thomas <dthomas9@emporia.edu>; Emily Vardell <evardell@emporia.edu>; Eric Trump <etrump@emporia.edu>; Gaelynn Wolf Bordonaro <gwolf@emporia.edu>; James Williams <jwilliam@emporia.edu>; John Wade <jwade2@emporia.edu>; Kerri Jackson <kjacks20@emporia.edu>; Maire Johnson <mjohns38@emporia.edu>; Manjula Shinge <mshinge@emporia.edu>; Mary Sewell <msewell@emporia.edu>; Mel Storm <mstorm@emporia.edu>; Michael Butler <mbutler@emporia.edu>; Robert Ward <rward7@emporia.edu>; Shawn Keough <skeough@emporia.edu>

**Subject:** Re: Graduate Council - Probation Policy & Off Campus/Online GA's Drafts

Hi Jerry:

1. We will notify the student and the department (the adviser) of a semester GPA below 3.0. If an adviser forwards probationary conditions back to the Graduate School, we will communicate those out to the student as well. We will not, however, keep track of those conditions beyond communicating them out.
2. I have the word "cumulative" in my notes and some discussion noted about it, but I couldn't determine from my notes whether a consensus had formed for including this word. I would suggest we continue the discussion at the November meeting.

--jerry

**EMPORIA STATE**  
UNIVERSITY

**Jerald W. Spotswood**

Dean

Graduate School and Distance Education



**From:** Jerald Liss

**Sent:** Thursday, October 25, 2018 1:54:21 PM

**To:** Jan Gerstner; Amanda Lickteig; Brady Lund - Student; Brenda Koerner; Chad Wiley; Dede Thomas; Emily Vardell; Eric Trump; Gaelynn Wolf Bordonaro; James Williams; Jerald Spotswood; John Wade; Kerri Jackson; Maire Johnson; Manjula Shinge; Mary Sewell; Mel Storm; Michael Butler; Robert Ward; Shawn Keough

**Subject:** RE: Graduate Council - Probation Policy & Off Campus/Online GA's Drafts

Hi Jan and Graduate Council Members,

1. While all probationary "conditions" are to be tracked by the department, will the Graduate School be tracking the initial probation and notifying both the student and the department?
2. A student who has two consecutive semesters of a GPA below 3.0 will be dismissed from the Graduate School **following the denial of degree candidacy process initiated by the department chair.**

On the draft above, I thought it was discussed during the last meeting the policy would state, "A student who has two consecutive semesters of a **cumulative** GPA below 3.0 . . ."

That is, I thought the word, "cumulative," was to be added to the above policy.

Thanks,

Jerry

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**From:** Jan Gerstner

**Sent:** Wednesday, October 24, 2018 4:14 PM

**To:** Amanda Lickteig <[alicktei@emporia.edu](mailto:alicktei@emporia.edu)>; Brady Lund - Student <[blund2@g.emporia.edu](mailto:blund2@g.emporia.edu)>; Brenda Koerner <[bkoerner@emporia.edu](mailto:bkoerner@emporia.edu)>; Chad Wiley <[cwiley1@emporia.edu](mailto:cwiley1@emporia.edu)>; Dede Thomas <[dthomas9@emporia.edu](mailto:dthomas9@emporia.edu)>; Emily Vardell <[evardell@emporia.edu](mailto:evardell@emporia.edu)>; Eric Trump <[etrump@emporia.edu](mailto:etrump@emporia.edu)>; Gaelynn Wolf Bordonaro <[gwolf@emporia.edu](mailto:gwolf@emporia.edu)>; James Williams <[jwilliam@emporia.edu](mailto:jwilliam@emporia.edu)>; Jerald Liss <[jliss@emporia.edu](mailto:jliss@emporia.edu)>; Jerald Spotswood <[jspotswo@emporia.edu](mailto:jspotswo@emporia.edu)>; John Wade <[jwade2@emporia.edu](mailto:jwade2@emporia.edu)>; Kerri Jackson <[kjacks20@emporia.edu](mailto:kjacks20@emporia.edu)>; Maire Johnson <[mjohns38@emporia.edu](mailto:mjohns38@emporia.edu)>; Manjula Shinge <[mshinge@emporia.edu](mailto:mshinge@emporia.edu)>; Mary Sewell <[msewell@emporia.edu](mailto:msewell@emporia.edu)>; Mel Storm <[mstorm@emporia.edu](mailto:mstorm@emporia.edu)>; Michael Butler <[mbutler@emporia.edu](mailto:mbutler@emporia.edu)>; Robert Ward <[rward7@emporia.edu](mailto:rward7@emporia.edu)>; Shawn Keough <[skeough@emporia.edu](mailto:skeough@emporia.edu)>

**Subject:** Graduate Council - Probation Policy & Off Campus/Online GA's Drafts

Good Afternoon,

I have posted the two drafts for the Probation Policy & Off Campus/Online GA's in the November Graduate Council folder located in Hornet 365/SharePoint. Link is: <https://emporia.sharepoint.com/sites/GraduateCouncil/SitePages/Home.aspx>. Drafts were reviewed and revised by Dr. Spotswood, Dr. Koerner, and Dr. Butler.

Please share these documents with your individual departments, these items will on the November agenda.

Thank you,  
Jan

**EMPORIA STATE**  
**UNIVERSITY**

---

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

## PROPOSED CHANGES TO PROBATION POLICY (DRAFT)

### Rationale

- To uphold standards and maintain academic rigor across the Graduate School.
- To assist departments in maintaining a viable graduate student population.
- To alert graduate students, as quickly as possible, of consequences for substandard work.

### Procedure

- At the conclusion of the semester, the Graduate School will run a report of all students with semester GPA's falling below 3.0.
- Students listed on the report will receive an email (copied to adviser) notifying them that they have been placed on probation.
- Graduate advisers will review the circumstances of the student's academic performance and decide either: a) to move to dismissal, following the denial of degree candidacy process, or b) retain the student under probationary status. **All probationary conditions placed upon the student will be tracked by the department, not the Graduate School.**
- Students falling below a cumulative 3.0 GPA a second consecutive semester will be dismissed from the program and the Graduate School, following the denial of degree candidacy process initiated by the department chair.

### Graduate Policy Excerpts

#### **Grades**

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Accountancy, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a **3.0 cumulative** grade point average of ~~B (3.0)~~ in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B (inclusive of B-) or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).



~~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~~ **to remain in good academic standing within the Graduate School.** 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 **cumulative** GPA below 3.0 will be dismissed from the Graduate School **following the denial of degree candidacy process initiated by the department chair.** ~~and not be permitted to enroll in classes.~~ **Students wanting to appeal dismissal should consult the University Policy Manual, section 4E.1406.**

(Graduate Policy Handbook, 18-19)

*Appeals process*

### **GRADUATE ASSISTANTSHIP AWARDS**

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs. Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a quarter assistantship (10 hours per week).

Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

Split graduate assistants courses that count toward the 3 credit hour enrollment requirement must consist of graduate level courses. Once the 3 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). Any courses taken above 3 credit hours are charged at the Kansas resident tuition rate plus additional fees, are paid by the graduate assistant.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a



prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for quarter-time 10 hours or full time 20 hours duty per week. Graduate assistants will be responsible for paying the campus and technology fees each semester.

Full time graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. Split graduate assistants are expected to work quarter-time (10 hours per week). Work given them is expected to fit with a 10-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances. Graduate assistants will not be compelled to work when the university is closed nor will they be docked in pay.

A graduate student may hold an assistantship funded via university allocations for one (1) masters degree or dual degree program. Masters students may hold an assistantship for up to six semesters (excluding summers). Ph.D. students may hold an assistantship for up to eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. (Revised by Graduate Council, Oct 19, 2017).

Graduate Assistants are required to show normal academic progress (3.00 grade point average **when enrolled in a minimum of 6 hours of graded work**) each semester (~~fall and spring semesters only~~). When a student's semester grade point average (GPA) falls ~~between 2.99 and 2.5~~, **below 3.0**, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA ~~between 2.99 and 2.5~~ **below 3.0** will result in termination of the graduate assistantship. ~~When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated;~~ [T]he department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate assistantships may be terminated at any time on non-academic grounds including, but not limited to, misrepresentation of academic credentials or application materials, unsatisfactory performance on assigned tasks, insubordination, violation of University or departmental rules or policies, a criminal conviction, or a lack of appropriations or funding.  
(Graduate Policy Handbook, 7-9)

Final

## PROBATION POLICY (Final)

### Grades

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Final

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The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a quarter assistantship (10 hours per week). Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

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Nov 15<sup>th</sup> 2018

# GRADUATE COUNCIL 2018-2019

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<del>Chad Wiley</del>	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	<a href="mailto:jwilliam@emporia.edu">jwilliam@emporia.edu</a>
<del>Gaelynn Wolf Bordonaro</del>	Counselor Education	Box 4036	5809	<a href="mailto:gwolf@emporia.edu">gwolf@emporia.edu</a>
<del>Robert Ward</del>	Music	Box 4029	5432	<a href="mailto:rward7@emporia.edu">rward7@emporia.edu</a>
Kerri Jackson <del>NO</del>	Associate Director-Graduate Recruiting and Marketing	Box 4003	5430	<a href="mailto:kjacks20@emporia.edu">kjacks20@emporia.edu</a>
	*Graduate School (Ex-Officio)			
	Graduate Student Representative			<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>
Brady Lund	Graduate Student	Box		

Brenda Koerner, Chair – Michael Butler, Vice Chair – Jan Gersmer, Executive Secretary

## Jan Gerstner

---

**From:** Amanda Lickteig  
**Sent:** Tuesday, November 6, 2018 1:58 PM  
**To:** Jan Gerstner  
**Subject:** GC Proxy on 11/15

Jan,

I wanted to let you know that I'll be on my way to Houston for a conference on the 15th, so my colleague Kirsten Limpert will be my proxy for Graduate Council that afternoon.

Thanks,

Amanda

**Amanda Lickteig, Ph.D.**  
Associate Director of Secondary Education  
Department of School Leadership/Middle & Secondary Teacher Education  
204 Visser Hall | 1 Kellogg Circle | Campus Box 4037  
[alicktei@emporia.edu](mailto:alicktei@emporia.edu) | (620) 341-5096



# Program Contacts

Department	Contact	Secondary
X Elementary	Erin Tuttle	Jerry Liss
X HPER	Paul Luebbers	Vicki Worrel
X English	Mel Storm	
X School Leadership	Kaitlyn Ekart Eliot	Megan O'Brien
X I/O Psych	Jim Persinger	
X School Psychology	Jim Persinger	
X Clinical Psychology	John Wade	
X School of Business	James Willingham	Beth Ginter
X MLS	Kathy Buckman	
X Physical Sciences	Eric Trump	
X Biology	David Edds	
Forensic Science	Melissa Bailey	
History		
X Mathematics	Chad Wiley	

1DT

Counselor Ed

Music

# EMPORIA STATE UNIVERSITY

*Graduate School*

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TO: Members of the Graduate Council

FROM: Michael Butler, Chair, Graduate Council

DATE: February 13, 2019

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, February 14, 2019 in the President's Conference Room.

## **AGENDA**

1. **Approval of minutes from the November 15, 2018 meeting.**
2. **Information/Congratulations/News**
  - Dr. Kim Simons will present the curricular changes for the 4+1 program: BS Chemistry/MS Forensic
  - Dr. Melissa Bailey will present the curricular changes for the MS Forensics – Criminalistics concentration

3. **Curricular Change Request**

### **Physical Sciences**

- CH 708
- ES 529
- ES 740
- ES 721
- MS Physical Sciences – Thesis Modify
- MS Physical Sciences – 4+1 Accelerated Program BS Chemistry/MS Forensic

### **Biology**

- MS Forensics – Criminalistics concentration
- FO 710 – Title Change
- FO 711 – Title Change

### **Business**

- MS Information Technology – Modify Admissions
- CS565

### **Elementary Education/Early Childhood/Special Education**

- CD 865
- EL 809
- Reading Specialist Licensure- Modify Admissions

- MS Early Childhood Unified Accelerated – Modify/Reduce Credit Hours
- MS Early Childhood Unified Accelerated – Modify
- MS Early Childhood Unified – Modify Degree Candidacy
- MS Early Childhood Unified – Modify/ Reduce Credit Hours
- Early Childhood Unified Licensure Modify/ Reduce Credit Hours
- Early Childhood Unified Licensure- Modify – Admissions/Add GPA
- Early Childhood Unified Licensure - Modify
- MS Special Education – Modify Degree Candidacy
- Special Education Licensure – Modify Admissions
- MS Special Education – Gifted, Talented & Creative – Modify
- MS Special Education – Gifted, Talented & Creative – Add PK-12
- Special Education Licensure – Gifted, Talented & Creative –Add PK-12
- Special Education Licensure – Gifted, Talented and Creative – Modify
- MS Special Education – High Incidence – Modify
- Special Education Licensure – High Incidence – Modify
- MS Instructional Specialist – Modify Admissions
- MS Elementary Education – Modify Admissions

#### **IDT**

- MS IDT Thesis – Modify
- MS IDT Non-Thesis - Modify
- IT 895

#### **Math**

- Math Certificate - Modify
- MS Math - Modify

#### **Psychology**

- MS School Psychology - Modify

#### **School Leadership/Middle and Secondary Teacher Education**

- Master of Education Teaching- Modify Option 2 Admissions
- Master of Education Teaching – Modify Option 1 & 2

#### **Social Sciences**

- HI 801

### 3. **Regular Graduate Faculty**

- Jorge Ballester, Professor, Physical Sciences
- Marcia Schulmeister, Professor, Physical Sciences
- Eric Trump, Associate Professor, Physical Sciences
- Javier Flores, Assistant Professor, School of Business
- Amanda Lickteig, Assistant Professor, School Leadership/Middle/Secondary Teacher Ed
- Timothy Marshall, Associate Professor, School Leadership/Middle/Secondary Teacher Ed
- William Woodworth, Assistant Professor, Music
- Ramiro Miranda, Instructor, Music

### 4. **Associate Graduate Faculty**

- Rebecca Rodriguez Carey, Assistant Professor, Sociology, Anthr, Crime, Delinquency Studies



- Zeni Colorado Resa, Associate Professor, Instructional Design/Technology

5. **Reports/Discussion**

- C Grades – Graduate Policy Handbook (Pages 18-19)
- Enrollment Update

6. **Comments**

# EMPORIA STATE UNIVERSITY

*Graduate School*

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**Present:** Butler, Lickteig, Johnson, Keough, Jensen, (Bailey), Liss, Vardell, Wade, Shinge, Spotswood, Storm, Trump, Wiley (Miller), Wolf Bordonaro, Ward, Lund

**Absent:** Williams, Jackson

The Council of the Graduate School met at 3:30 p.m. on Thursday, February 14, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

## **Information/Congratulations/News**

- Dr. Butler asked council members to let Jan know if they are having any issues with accessing the Graduate Council documents in SharePoint/Hornet 365.

## **Action**

- Dr. Melissa Bailey presented the curricular change for the 4+1 program: BS Chemistry/MS Forensics. After discussion, the council approved the curricular change with one abstention.

## **Reports/Discussion**

- Dr. Spotswood initiated discussion on removing or limiting C grades as credit toward degree requirements. After discussion, Dean Spotswood asked council members to gather feedback from their respective departments. This item will be on the March agenda.
- Dr. Spotswood presented information on Graduate Enrollment from 2016 -2019, highlighting reasons for recent growth, including substantial growth in accelerated online programs.

## **Graduate Faculty**

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

- Jorge Ballester, Professor, Physical Sciences
- Marcia Schulmeister, Professor, Physical Sciences
- Eric Trump, Associate Professor, Physical Sciences
- Javier Flores, Assistant Professor, School of Business
- Amanda Lickteig, Assistant Professor, School Leadership/Middle/Secondary Teacher Ed
- Timothy Marshall, Associate Professor, School Leadership/Middle/Secondary Teacher Ed
- William Woodworth, Assistant Professor, Music
- Ramiro Miranda, Instructor, Music

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

- Rebecca Rodriguez Carey, Assistant Professor, Sociology, Anthr, Crime, Delinquency Studies
- Zeni Colorado Resa, Associate Professor, Instructional Design/Technology (committee recommended Regular status)

### **Curricular Changes**

**The following curricular changes were unanimously approved:**

#### **Biology**

- MS Forensics – Criminalistics concentration
- FO 710 – Title Change
- FO 711 – Title Change

#### **Elementary Education/Early Childhood/Special Education**

- CD 865
- EL 809
- Reading Specialist Licensure- Modify Admissions
- MS Early Childhood Unified Accelerated – Modify/Reduce Credit Hours
- MS Early Childhood Unified Accelerated – Modify
- MS Early Childhood Unified – Modify Degree Candidacy
- MS Early Childhood Unified – Modify/ Reduce Credit Hours
- Early Childhood Unified Licensure Modify/ Reduce Credit Hours
- Early Childhood Unified Licensure- Modify – Admissions/Add GPA
- Early Childhood Unified Licensure - Modify
- MS Special Education – Modify Degree Candidacy
- Special Education Licensure – Modify Admissions
- MS Special Education – Gifted, Talented & Creative – Modify
- MS Special Education – Gifted, Talented & Creative – Add PK-12
- Special Education Licensure – Gifted, Talented & Creative –Add PK-12
- Special Education Licensure – Gifted, Talented and Creative – Modify
- MS Special Education – High Incidence – Modify
- Special Education Licensure – High Incidence – Modify
- MS Instructional Specialist – Modify Admissions
- MS Elementary Education – Modify Admissions

#### **IDT**

- MS IDT Thesis – Modify
- MS IDT Non-Thesis - Modify
- IT 895

#### **Math**

- Math Certificate - Modify
- MS Math - Modify

#### **Psychology**

- MS School Psychology – Modify



**School Leadership/Middle and Secondary Teacher Education**

- Master of Education Teaching- Modify Option 2 Admissions
- Master of Education Teaching – Modify Option 1 & 2

**Social Sciences**

- HI 801

**The following listed curricular changes were approved with one abstention:**

**Physical Sciences**

- CH 708
- ES 529
- ES 740
- ES 721
- MS Physical Sciences – Thesis Modify
- MS Physical Sciences – 4+1 Accelerated Program BS Chemistry/MS Forensic

**Business**

- MS Information Technology – Modify Admissions
- CS565

**Comments**

- Jan reminded council members that the last date to approve curricular changes for this academic year is March 21, 2019.

Adjourned at 4:56pm

Next Meeting: March 21, 2019

## Jan Gerstner

---

**From:** Jerald Spotswood  
**Sent:** Thursday, September 20, 2018 2:48 PM  
**To:** William Jensen; Jan Gerstner  
**Cc:** Brenda Koerner; Tim Burnett; David Edds  
**Subject:** Re: Grad Council

Will do; Thank you, Bill.

--jerry

**EMPORIA STATE**  
**UNIVERSITY**

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Jerald W. Spotswood  
Dean  
Graduate School and Distance Education  
Emporia State University  
620-341-5508  
[www.emporia.edu](http://www.emporia.edu)

---

**From:** William Jensen  
**Sent:** Thursday, September 20, 2018 2:47:21 PM  
**To:** Jerald Spotswood; Jan Gerstner  
**Cc:** Brenda Koerner; Tim Burnett; David Edds  
**Subject:** Grad Council

Jerry / Jan,

I will be substituting for Brenda Koerner as Biology's representative on Grad Council next semester (spring 2019) while she is on sabbatical. Please include me in emails regarding Council meeting times and other matters as plans for spring 2019 develop. Thanks.

Bill Jensen

William E. Jensen, Ph.D.  
Department of Biological Sciences  
Campus Box 4050  
Emporia State University  
1 Kellogg Circle  
Emporia, KS 66801  
<https://www.emporia.edu/~jensenwi/>  
Ph: 620-341-5339

Feb 14, 2019

# GRADUATE COUNCIL 2018-2019

## Spring Semester

<input checked="" type="checkbox"/> Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
<input checked="" type="checkbox"/> Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	<a href="mailto:alicktei@emporia.edu">alicktei@emporia.edu</a>
<input checked="" type="checkbox"/> Maire Johnson	Social Sciences	Box 4032	5461	<a href="mailto:mjohns38@emporia.edu">mjohns38@emporia.edu</a>
<input checked="" type="checkbox"/> Shawn Keough	Business	Box 4039	5408	<a href="mailto:skeough@emporia.edu">skeough@emporia.edu</a>
<input checked="" type="checkbox"/> William Jensen	Biological Sciences	Box 4050	5339	<a href="mailto:wjensen1@emporia.edu">wjensen1@emporia.edu</a>
<input checked="" type="checkbox"/> Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	<a href="mailto:jliss@emporia.edu">jliss@emporia.edu</a>
<input checked="" type="checkbox"/> Emily Vardell	School of Library and Information Management	Box 4025	5203	<a href="mailto:evardell@emporia.edu">evardell@emporia.edu</a>
<input checked="" type="checkbox"/> John Wade	Psychology	Box 4031	5317	<a href="mailto:jwade2@emporia.edu">jwade2@emporia.edu</a>
<input checked="" type="checkbox"/> Manjula Shinge	Instructional Design and Technology	Box 4037	6153	<a href="mailto:mshinge@emporia.edu">mshinge@emporia.edu</a>
Jerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	<a href="mailto:jspotswo@emporia.edu">jspotswo@emporia.edu</a>
<input checked="" type="checkbox"/> Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	<a href="mailto:mstorm@emporia.edu">mstorm@emporia.edu</a>
<input checked="" type="checkbox"/> Eric Trump	Physical Sciences	Box 4030	5991	<a href="mailto:etrump@emporia.edu">etrump@emporia.edu</a>
<input checked="" type="checkbox"/> Chad Wiley	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	<a href="mailto:jwilliam@emporia.edu">jwilliam@emporia.edu</a>
<input checked="" type="checkbox"/> Gaelynn Wolf Bordonaro	Counselor Education	Box 4036	5809	<a href="mailto:gwolf@emporia.edu">gwolf@emporia.edu</a>
<input checked="" type="checkbox"/> Robert Ward	Music	Box 4029	5432	<a href="mailto:rward7@emporia.edu">rward7@emporia.edu</a>
Kerri Jackson	Associate Director-Graduate Recruiting and Marketing			
	*Graduate School (Ex-Officio)	Box 4003	5430	<a href="mailto:kjacks20@emporia.edu">kjacks20@emporia.edu</a>
<input checked="" type="checkbox"/> Brady Lund	Graduate Student Representative			
	Graduate Student	Box		<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>

Michael Butler, Chair – Chad Wiley, Vice Chair – Jan Gersmer, Executive Secretary



# EMPORIA STATE UNIVERSITY

*Graduate School*

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TO: Members of the Graduate Council

FROM: Michael Butler, Chair, Graduate Council

DATE: March 20, 2019

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, March 21, 2019 in the President's Conference Room.

## **AGENDA**

1. **Approval of minutes from the February 14, 2019 meeting.**
2. **Information/Congratulations/News**
  - Megan O'Brien will present the appeal for Jeni Barnett, revalidation for the following courses: EA 773, ED 837, ED 879, ED 886, ED 893, ED 894, and SD 550
3. **Curricular Change Request**
  - HPER**
    - MS HPER – Modify Admissions
  - IDT**
    - MS TESOL – Modify
  - Psychology**
    - Ed.S. – Modify
    - MS Industrial Organizational Psychology - Discontinue
  - School of Business**
    - AC 723 – New Title
    - MG 899 – New Title
    - MBA – Reduce Credit Hours
    - MACC Accountancy – Modify
    - MS Information Technology – Reduce Credit Hours
    - MBA – Information Systems – Reduce Credit Hours
    - MBA – Marketing – Reduce Credit Hours
    - MBA – Accounting – Reduce Credit Hours
    - CS 564
  - School Leadership/Middle and Secondary Teacher Education**
    - MS Curriculum & Instructions – Modify Instructional Coach/Teacher Leader Concentration

**SLIM**

- LI 858
- LI 804
- LI 898 – Delete
- LI 897 – Delete
- LI 869 – Delete
- LI 867 – Delete
- MS Informatics – Nursing Concentration – Remove
- School Library Media Licensure – Modify Course Title

4. **Regular Graduate Faculty**

- Essam Abotten, Associate Professor of Mathematics and Economics
- Zeni Colorado Resa, Associate Professor of Instructional Design/Technology

5. **Associate Graduate Faculty**

- Evandra Camara, Professor of Soc, Anthr, Crime/Delinquency Studies

6. **Action**

7. **Reports/Discussion**

- C Grades – Graduate Policy Handbook (Pages 18-19)

8. **Comments**

# EMPORIA STATE UNIVERSITY

*Graduate School*

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**Present:** Butler, Lickteig, Johnson, Keough, Jensen, Liss, Wade, Shinge, Spotswood, Storm, Trump, Wolf Bordonaro

**Absent:** Vardell, Williams, Ward, Lund

The Council of the Graduate School met at 3:30 p.m. on Thursday, March 21, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

## Action

- Minutes from the February 14, 2019 meeting were unanimously approved.

## Discussion

- Megan O'Brien presented a revalidation/extension request for the following courses on behalf of Jeni Barnett: EA773, ED837, ED879, ED886, ED893, ED894 and SD550. Council tabled discussion and requested the department of School Leadership to provide a clear method for revalidation of these courses.
- Council continued discussion on removing or limiting C grades as credit toward degree requirements. After discussion, Dean Spotswood asked council members to gather feedback from their respective departments on limiting the number of C grades (to one or two) that could count towards degree completion. This item will be on the April agenda.

## Graduate Faculty

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

- Zeni Colorado Resa, Associate Professor, Instructional Design/Technology

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

- Essam Abotten, Associate Professor, Mathematics and Economics
- Evandro Camara, Professor, Sociology, Anthropology, and Crime and Delinquency Studies

## Curricular Changes

The following curricular changes were unanimously approved:

### IDT

- MS TESOL – Modify

### Psychology

- Ed.S. – Modify
- MS Industrial Organizational Psychology - Discontinue

### School of Business

- AC 723 – New Title



Graduate Council Minutes

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March 22, 2019

- MG 899 – New Title
- MBA – Reduce Credit Hours
- MACC Accountancy – Modify
- MS Information Technology – Reduce Credit Hours
- MBA – Information Systems – Reduce Credit Hours
- MBA – Marketing – Reduce Credit Hours
- MBA – Accounting – Reduce Credit Hours

**School Leadership/Middle and Secondary Teacher Education**

- MS Curriculum & Instructions – Modify Instructional Coach/Teacher Leader Concentration

**SLIM**

- LI 858
- LI 804
- LI 898 – Delete
- LI 897 – Delete
- LI 869 – Delete
- LI 867 – Delete
- MS Informatics – Nursing Concentration – Remove
- School Library Media Licensure – Modify Course Title

**The following curricular change was approved with one abstention:**

**HPER**

- MS HPER – Modify Admissions

**The following curricular change was denied 8-1 in an online vote:**

**School of Business**

- CS 564 – Include for Graduate Credit

**Comments**

- Dr. Spotswood advised council members that an election for Graduate Council Vice Chair for Fall 2019 will be held at the April meeting as elected Vice Chair, Dr. Chad Wiley, will be on sabbatical.

Adjourned at 4:34pm

Next Meeting: April 18, 2019

Did not approve  
Vote CS 564

Clarification via documentation of the  
unless first is included  
distinction is still  
needed

GRADUATE COUNCIL 2018-2019

Spring Semester

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
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Shawn Keough	Business	Box 4039	5408	<a href="mailto:skeough@emporia.edu">skeough@emporia.edu</a>
William Jensen	Biological Sciences	Box 4050	5339	<a href="mailto:wjensen1@emporia.edu">wjensen1@emporia.edu</a>
Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	<a href="mailto:jliss@emporia.edu">jliss@emporia.edu</a>
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Manjula Shinge	Instructional Design and Technology	Box 4037	6153	<a href="mailto:mshinge@emporia.edu">mshinge@emporia.edu</a>
Jerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	<a href="mailto:jspotsw@emporia.edu">jspotsw@emporia.edu</a>
Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	<a href="mailto:mstorm@emporia.edu">mstorm@emporia.edu</a>
Eric Trump	Physical Sciences	Box 4030	5991	<a href="mailto:etrump@emporia.edu">etrump@emporia.edu</a>
Chad Wiley	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	<a href="mailto:jwilliam@emporia.edu">jwilliam@emporia.edu</a>
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Kerri Jackson	Associate Director-Graduate Recruiting and Marketing			
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	Graduate Student Representative			
Brady Lund	Graduate Student	Box		<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>

8-20-2018

Michael Butler, Chair – Chad Wiley, Vice Chair – Jan Gerstner, Executive Secretary

## GRADUATE COUNCIL 2018-2019

### Spring Semester

Michael Butler ✓	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
Amanda Lickteig ✓	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	<a href="mailto:alicktei@emporia.edu">alicktei@emporia.edu</a>
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Shawn Keough ✓	Business	Box 4039	5408	<a href="mailto:skeough@emporia.edu">skeough@emporia.edu</a>
William Jensen ✓	Biological Sciences	Box 4050	5339	<a href="mailto:wjensen1@emporia.edu">wjensen1@emporia.edu</a>
Jerry Liss ✓	Elementary Education/Early Childhood/Special Education	Box 4037	5821	<a href="mailto:jliss@emporia.edu">jliss@emporia.edu</a>
Emily Vardell	School of Library and Information Management	Box 4025	5203	<a href="mailto:evardell@emporia.edu">evardell@emporia.edu</a>
John Wade ✓	Psychology	Box 4031	5317	<a href="mailto:jwade2@emporia.edu">jwade2@emporia.edu</a>
Manjula Shinge ✓	Instructional Design and Technology	Box 4037	6153	<a href="mailto:mshinge@emporia.edu">mshinge@emporia.edu</a>
Jerald Spotswood ✓	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	<a href="mailto:jspotsw@emporia.edu">jspotsw@emporia.edu</a>
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Chad Wiley ✓	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
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Gaelynn Wolf Bordonaro ✓	Counselor Education	Box 4036	5809	<a href="mailto:gwolf@emporia.edu">gwolf@emporia.edu</a>
Robert Ward	Music	Box 4029	5432	<a href="mailto:rward7@emporia.edu">rward7@emporia.edu</a>
Kerri Jackson ✓	Associate Director-Graduate Recruiting and Marketing			
	*Graduate School (Ex-Officio)	Box 4003	5430	<a href="mailto:kjacks20@emporia.edu">kjacks20@emporia.edu</a>
Brady Lund	Graduate Student Representative			
	Graduate Student	Box		<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>

Michael Butler, Chair – Chad Wiley, Vice Chair – Jan Gerstner, Executive Secretary



# EMPORIA STATE UNIVERSITY

*Graduate School*

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TO: Members of the Graduate Council

FROM: Michael Butler, Chair, Graduate Council

DATE: June 7, 2019

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, April 18, 2019 in the President's Conference Room.

## **AGENDA**

1. **Approval of minutes from the March 21, 2019 meeting.**
2. **Information/Congratulations/News**
  - Dr. Kristen Limpert will present the appeal for Jeni Barnett, revalidation for the following courses: EA 773, ED 837, ED 879, ED 886, ED 893, ED 894, and SD 550**Action**
  - Election of Council Vice Chair for Fall 2019
  - Limit of C Grades – Graduate Policy Handbook (Pages 18-19)
3. **Regular Graduate Faculty**
  - Mari Caballero, Assistant Professor, Elementary Education/Early Childhood/Special Ed
4. **Reports/Discussion**
  - Discuss disclosure of student changes to their graduate thesis committee membership.
5. **Comments**

# EMPORIA STATE UNIVERSITY

## *Graduate School*

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**Present:** Butler, Lickteig, Johnson, Keough, Jensen, Liss, Vardell, Wade, Shinge, Spotswood, Storm, Trump, Wiley, Wolf Bordonaro

**Absent:** Williams, Ward, Jackson and Lund

The Council of the Graduate School met at 3:30 p.m. on Thursday, April 18, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

### **Information/Congratulations/News**

- Dr. Wiley brought it to my attention his name was excluded from the March minutes.

### **Action**

- Minutes from the March 21, 2019 meeting were unanimously approved.
- Shawn Keough was unanimously elected to serve as Vice Chair for Fall 2019 Graduate Council; Chad Wiley will serve as Vice Chair for Spring 2020 Graduate Council.
- An appeal was presented by Dr. Kristen Limpert on behalf of Jeni Barnett for revalidation of courses EA 773, ED837, ED879, ED 886, ED893, ED894 and SD550, beyond the eighth year. After discussion, Graduate Council unanimously approved.
- Council continued discussion on limiting C grades as credit toward degree requirements. After discussion, council members were divided. Dean Spotswood suggested we monitor the probation process and see how it will affect numbers of students receiving C grades and, if necessary, revisit this issue in a year or two.

### **Discussion**

- Council discussed the disclosure of student changes to thesis advisory committees. Dean Spotswood commented that thesis students typically do not file the Thesis Committee Declaration form in the semester prior to completing the thesis, as per policy, so the Graduate School is often unaware of the composition of a committee prior to a thesis being submitted. He advised that this is an issue of collegiality and hoped committee members would communicate changes to one another.

### **Graduate Faculty**

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

- Mari Caballero, Assistant Professor, Elem Education/Early Childhood/Special Education

Adjourned at 4:09pm

Next Meeting: September 19, 2019



### Degree Requirements (page 30)

- Students in the accelerated degree program must meet all degree requirements of the Bachelor's and Master's programs.
- When a thesis is required for the Master's degree, the undergraduate honors thesis may not be substituted for the master's thesis.
- Accelerated Bachelor's/Master's programs may use a maximum of 12 pre-admission to Graduate School credits, which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. All 12 shared hours must be taken at the 700 level. No 500 or 600 level courses will be accepted as shared hours.
- Only course approved 700 level courses (12 shared hours) in which the student receives a B (B+, B) or better will be transferred to the graduate transcript. These courses must be approved by advisor, Department Chair and Dean of the Graduate School.
- Transcripts - Two transcripts, one undergraduate and one graduate, will show the completed coursework for Accelerated Degree students. Undergraduate transcripts will contain all courses taken [for undergraduate credit.] ~~as an undergraduate, including any graduate courses taken during the first four years; prior to undergraduate degree being awarded.~~ Graduate transcripts will contain all courses taken [for graduate credit.] ~~as a graduate student.~~ All courses shown on the undergraduate transcript ~~(including graduate courses)~~ will be used to calculate the undergraduate GPA. Graduate GPA will be calculated using ~~only the~~ graduate courses. ~~taken during the fifth year.~~
- In Masters programs requiring 40 or more hours of graduate coursework, a maximum of 15 hours may be shared between the Bachelor's and Master's program. (Approved by Graduate Council, October 18, 2018)

### Continuing and Graduation Requirements (pages 30-31)

- Maintain a cumulative GPA of 3.3 or higher (in both undergraduate and graduate programs)
- Earn a grade of B (3.0) or higher on all double-counted, graduate level (700 level) courses.
- Complete the degree requirements within time limits set by the Graduate School and the degree-granting program.
- If a student does not meet the above the standards, s/he will be removed from the accelerated degree program. At that time, the department will [submit a request to] change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor).

### Leaving the Accelerated Degree Program (page 31)

- Students admitted to the Accelerated Degree program, who voluntarily decide not to pursue a graduate degree, or who are not admitted to the graduate program, may change majors back to a regular undergraduate program at any time. If an Accelerated Degree student chooses not to pursue a graduate degree, the student should notify the administering department in writing of this decision; this notification should include the specific undergraduate major that the student intends to pursue. At that time, the department will [submit a request to] change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor). Once a student withdraws from the accelerated program, s/he may not return to that program and cannot ~~not~~ reapply to the accelerated program again.



Updated

**Jan Gerstner**

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**From:** Jerald Spotswood  
**Sent:** Thursday, May 2, 2019 11:19 AM  
**To:** Jan Gerstner  
**Subject:** Policy Changes to Appendix A  
**Attachments:** Appendix A (2).docx

Hi Jan:

The highlighted areas are where the changes occur. Strikethroughs are deletions and brackets indicate additions. Changes were approved through the Provost and the Registrar.

--jerry

**EMPORIA STATE**  
**UNIVERSITY**

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**Jerald W. Spotswood**  
Dean  
Graduate School and Distance Education  
Emporia State University  
620-341-5508  
[www.emporia.edu](http://www.emporia.edu)

April 4, 2019

To: Graduate Council

Subject: Jeni Barnett's Petition for an extension in the MEd program

I was the ESU Alternate Route Director when Jeni Barnett entered in 2009 and completed the Alternate Route Program for teacher licensure in 2011. As her advisor and internship supervisor, I feel I can speak to some of the courses that are in question.

I support Jeni Barnett's request for revalidation of the following courses:

**ED893 Internship I completed with a B+, Fall 2010, and ED894 Internship II completed with an A, Spring 2011:** I oversaw her internship with two ESU supervisors and her mentor teacher from Curtis Middle School in Wichita. Her successful completion of internship resulted in a teaching license. Current ESU interns are graded with similar criteria for effective teaching was used in 2010-2011. Jeni taught for seven years applying what she learned and getting updates through professional development at her school system. She also renewed her teaching license last year to a professional license and that takes professional development points.

**ED886 Designing Instructional Programs:** I taught that when Jeni took the course and I still teach it in our SL/MSTE master's degree programs. I teach the same process today that I taught in 2008, which is the same curriculum writing process the Dr. Stu Ervay taught at ESU when I began teaching with him in 1994. Good curriculum writing does not change, what students create changes but the structure of writing measurable, aligned curriculum stays the same. I'm thankful that education isn't changing with every fad that comes along as when I began teaching, my school district would jump on every band wagon and it became frustrating to teachers to create curriculum only to find out we were going to abandon it for the latest fad. Finally, schools have become more sensible and at least some are keeping what works while revising what is not as successful. If Jeni had to repeat this class, she would be getting the very same thing she learned in 2009. Her professional development points indicate many sessions on content and professional standards and curriculum alignment. (I have her relicensure transcript of professional points earned to get her professional license and can share that with you.) Standards and how schools meet those standards are aspects that change but school districts are the best ones to provide that training to fit their approach.

**ED879 Classroom Management through Positive Reinforcement and SC719 Classroom Climate:** I taught ED879 at the time Jeni took the course and someone from Counselor Education taught SC719, which was a part of classroom management. In 2014 the same textbooks were still used, even though the instructors changed; I retired as Alternate Route Director fall of 2014 so am not aware of any changes after that date. I would argue that managing a classroom stays the same, there may be new theories and ideas but effective discipline does not change. In addition, teachers are updated through professional development if new strategies are implemented in schools; some professional development Jeni took was on self-regulation, safe schools, and poverty. Instructors who currently teach ED879 and SC719 are the ones to speak about validation for these courses.

**SD550 Survey of Exceptionality:** I included this to note that Jeni Barnett did take this as graduate credit as that was one of your questions. This topic may have new laws/policies but that would affect special education teachers more than classroom teachers. Classroom teachers are updated with professional development in their schools. Someone who currently teaches this class could to speak about revalidation for this course.

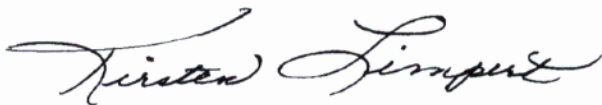
I currently have Jeni Barnett in ED535 Cultural Awareness for Educators. She is doing a fantastic job in this class and currently has a 99.64% with all assignments completed.

Due to circumstances with family deaths, other tragedies, and new job challenges, Jeni struggled to maintain stability in her life. With a large debt to ESU, she could not enroll in classes until that was paid in full. Documents from Emporia State University indicate her account was paid in full February 27, 2018. I can provide those documents. I think she has been through enough and I urge you to look at her situation.

Please consider that she has updates through professional development and received her Professional Teaching License last year. I can provide transcripts of the professional development classes/points she earned for her license renewal and a copy of her Professional Teaching License that was effective 3/23/2018 and expires on 3/23/2023.

If you have any questions, I would be happy to answer them.

Cordially,

A handwritten signature in cursive script that reads "Kirsten Limpert".

Dr. Kirsten Limpert, Professor

School Leadership/Middle and Secondary Teacher Education

[klimpert@emporia.edu](mailto:klimpert@emporia.edu)

620-341-5772



# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### **A. Departmental Approval:**

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: ED837 Brain Based Learning for the Educators

Semester or year taken: Summer 2013 Original Grade: A Hours Credit: 3

Instructor: Cannot locate, current instructor is Cynthia Seguin

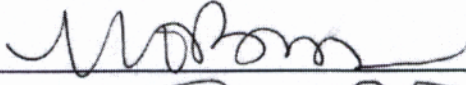
Department validation examiner: Daniel Stiffler

Detailed description of method of revalidation:

Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.

Signature of Advisor: 

Signature of Department Chairperson: 

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean:  Date: 5/17/19

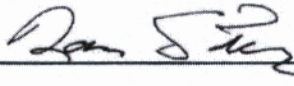
**C. Graduate Council Approval:**

Method of Revalidation approved: ✓ Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair:  Date: 4/29/19

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner:  Date: 2-25-2019

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean:  Date: 5/17/19

# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### **A. Departmental Approval:**

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: ED 879 Classroom Management Through Positive Reinforcement

Semester or year taken: Summer 2009 Original Grade: A Hours Credit: 2

Instructor: Cannot locate, current instructor is John Morton.

Department validation examiner: Daniel Stiffler

Detailed description of method of revalidation:

Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.



Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Graduate Council Approval:**

Method of Revalidation approved: \_\_\_\_\_

Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: \_\_\_\_\_

Date: \_\_\_\_\_

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

05/08

# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### **A. Departmental Approval:**

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: ED886 Designing Instructional Programs

Semester or year taken: Summer 2009 Original Grade: A Hours Credit: 3

Instructor: Cannot locate, current instructor is Kirsten Limpert

Department validation examiner: Daniel Stiffler

Detailed description of method of revalidation:

Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.

Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Graduate Council Approval:**

Method of Revalidation approved: ☒ \_\_\_\_\_

Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: \_\_\_\_\_

Date: \_\_\_\_\_

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_

Date: \_\_\_\_\_



# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### A. Departmental Approval:

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: ED893 Internship I

Semester or year taken: Fall 2010 Original Grade: B+ Hours Credit: 6

Instructor: Cannot locate, current instructor is Shannon Hall

Department validation examiner: Daniel Stiffler

Detailed description of method of revalidation:

Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.

Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: \_\_\_\_\_

Date: 5/17/19

**C. Graduate Council Approval:**

Method of Revalidation approved: ✓

Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: \_\_\_\_\_

Date: 4/29/19

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: \_\_\_\_\_

Date: 2-25-2019

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_

Date: 5/17/19

# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### A. Departmental Approval:

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: ED894 Internship II

Semester or year taken: Spring 2011 Original Grade: A Hours Credit: 6

Instructor: Cannot locate, current instructor is Shannon Hall

Department validation examiner: Daniel Stiffler

Detailed description of method of revalidation:

Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.



Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Graduate Council Approval:**

Method of Revalidation approved: \_\_\_\_\_

Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: \_\_\_\_\_

Date: \_\_\_\_\_

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### **A. Departmental Approval:**

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: SD550 Survey of Exceptionality

Semester or year taken: Summer 2009 Original Grade: A Hours Credit: 3

Instructor: Cannot locate, current instructor is Melissa Gerleman

Department validation examiner: Matt Seimears

Detailed description of method of revalidation:

Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.

Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: \_\_\_\_\_ Date: 5/17/19

**C. Graduate Council Approval:**

Method of Revalidation approved: ☒ Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: Michael S. Butth Date: 4/29/19

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: \_\_\_\_\_ Date: 2-26-2019

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_ Date: 5/17/19



# EMPORIA STATE UNIVERSITY

## Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

**\*Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

***Signatures are NOT electronic. Print form when complete and submit with original signatures.***

### **A. Departmental Approval:**

(Student Name) Jeni Barnett requests permission to validate the following course which was completed at least \*nine years prior to the beginning of the current term.

Student EID: E10343299

Course No. and Title: EA773 Advanced Educational Psychology for Teachers and Administrators

Semester or year taken: Summer 2013 Original Grade: B+ Hours Credit: 3

Instructor: Cannot locate, current instructor is Jerry Will

Department validation examiner: Daniel Stiffler

Detailed description of method of revalidation:  
Course has not changed significantly since originally taken.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached explanation from student.

Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

**B. Graduate Office Approval:**

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: \_\_\_\_\_

Date: 5/17/19

**C. Graduate Council Approval:**

Method of Revalidation approved: ✓

Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: \_\_\_\_\_

Date: 4/29/19

**D. Validation Completion Approval:**

This is to certify that \_\_\_\_\_ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: \_\_\_\_\_

Date: 2-25-2019

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_

Date: 5/17/19



# EMPORIA STATE UNIVERSITY

## Degree Plan for Master of Education in Teaching For those students completing Alt Route Program Department of School Leadership/Middle & Secondary Teacher Education

Name: Jeni Barnett E-mail address: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

Student ID#: E10343299 Telephone: \_\_\_\_\_ Faculty Advisor: Dr. Kirsten Limpert

REQUIRED COURSES									
DIV	#	COURSE TITLE	HRS	GR	SEM	DIV	Course Title	HRS	GR
ED	886	Designing Instructional Programs	3	A	093				
ED	879	Classroom Management	2	A	093				
SD	550	Survey of Exceptionality	3	A	093				
SC	719	Classroom Climate	1	A	093				
ED	535	Cultural Awareness	3	F	131		RETAKING SPRING 2019		
EA	773	Advanced Educational Psychology	3	B+	133				
ED	887	Developing Authentic Assessments	3	W	135				
ED	833	Beliefs, Values & Issues in Education	3		191				
ER	752	Analysis of Research	3	---	145	TCHL 891-98	Methods of Research (Pitt State Univ)	3	
			24 hrs						

Must complete one of the options listed below (12 cr hrs) for Licensure program

ED	893	Internship I	6	B+	105				
ED	894	Internship II	6	A	111				
		Total hours	12						

A grade of 'C' or better is required for 700 level and above courses. A grade of 'B' or better is required for 500-600 level courses, as well as in internship. Candidate must have an overall GPA of 3.0 to graduate/complete the program. Department faculty and staff will provide assistance as needed, but the ultimate responsibility for completion of required course work falls to the candidate. All courses counted towards the degree must be completed in a 7-year time frame.

**Transfer Credit (up to nine credit hours authorized):** Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Workshops do not count. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation. University policy prohibits the transfer of courses where a grade of "C" or lower was obtained. For full rules and restrictions regarding transfer credit visit <http://www.emporia.edu/regist/com/policy.html>.

Advisor's Signature \_\_\_\_\_ Megan O'Brien Date 3/25/15

Department Chair Signature \_\_\_\_\_ Dr. Dan Stiffler (mo) Date 3/25/15

Graduate School Dean Signature \_\_\_\_\_ Date \_\_\_\_\_



COURSE SUMMARY

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours
<input type="checkbox"/>	201350	2	OFF	GR	54913	ED	887	XA	0.000
<input type="checkbox"/>	201350	2	OFF	GR	54478	RE	732	XA	0.000
<input type="checkbox"/>	201330	E04	OFF	GR	31181	EA	773	XA	3.000
<input type="checkbox"/>	201330	C03	OFF	GR	30697	ED	837	XA	3.000
<input type="checkbox"/>	201310	2	OFF	GR	14963	ED	535	XB	3.000
<input type="checkbox"/>	201310	2	OFF	GR	12018	ED	833	XA	3.000
<input type="checkbox"/>	201250	2	OFF	GR	54096	ED	535	XB	0.000
<input type="checkbox"/>	201250	D15	OFF	GR	54540	ED	833	XB	0.000
<input type="checkbox"/>	201110	2	OFF	GR	13803	ED	894	XA	6.000
<input type="checkbox"/>	201050	2	OFF	GR	54116	ED	893	XA	6.000
<input type="checkbox"/>	200930	F06	OFF	GR	31662	ED	879	XC	2.000
<input type="checkbox"/>	200930	F06	OFF	GR	31661	ED	886	XB	3.000
<input type="checkbox"/>	200930	D03	OFF	GR	31632	SC	719	XB	1.000
<input type="checkbox"/>	200930	A05	OFF	GR	31658	SD	550	ZC	3.000

1 of 1 20 Per Page

Record 14 of 14

revalidation 16yrs  
200930  
Graduate section  
not available 200930

Call Sheila  
XG152

50550

SSN: \*\*\*\*\*

Student No: E10343299

Date of Birth: 23-MAR

Date Issued: 12-APR-2019

Record of: Jeni Shari Barnett  
 Current Name: Jeni Shari Barnett  
 3240 SE Sage Rd  
 El Dorado, KS 67042-8721

U N O F F I C I A L

Page: 1

Course Level: Graduate  
 Matriculated: Summer 2009

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS R	SUBJ NO.	COURSE TITLE	CRED	GRD	PTS R
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Institution Information continued:

## INSTITUTION CREDIT:

Summer 2009  
 ED 879 Clsm Mngmt Through Pos Reinf 2.00 A 8.00  
 ED 886 Designing Instructional Progrms 3.00 A 12.00  
 SC 719 Creating Classroom Climate 1.00 A 4.00  
 SD 550 Survey of Exceptionality 3.00 A 12.00  
 Ehrrs: 9.00 GPA-Hrs: 9.00 Qpts: 36.00 GPA: 4.00  
 Good Standing

Fall 2010  
 ED 893 Internship I 6.00 GPA-Hrs: 6.00 Qpts: 19.80 B+ 19.80  
 Ehrrs: 6.00 GPA-Hrs: 6.00 Qpts: 19.80 GPA: 3.30  
 Good Standing

Spring 2011  
 ED 894 Internship II 6.00 GPA-Hrs: 6.00 Qpts: 24.00 A 24.00  
 Ehrrs: 6.00 GPA-Hrs: 6.00 Qpts: 24.00 GPA: 4.00  
 Good Standing

Fall 2012  
 ED 535 Cultural Awareness for Educ 0.00 W 0.00  
 ED 833 Beliefs/Values/Iss in Ed Prac 0.00 W 0.00  
 Ehrrs: 0.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00  
 Good Standing

Spring 2013  
 ED 535 Cultural Awareness for Educ 3.00 F 0.00  
 ED 833 Beliefs/Values/Iss in Ed Prac 3.00 F 0.00  
 Ehrrs: 0.00 GPA-Hrs: 6.00 Qpts: 0.00 GPA: 0.00  
 Good Standing

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

Summer 2013

EA 773 Adv Educ Psych for Tchrs & Adm 3.00 B+ 9.90  
 ED 837 Brain-Based Learning for Educ 3.00 A 12.00  
 Ehrrs: 6.00 GPA-Hrs: 6.00 Qpts: 21.90 GPA: 3.65

Fall 2013

ED 887 Developing Authentic Assessmnt 0.00 W 0.00  
 RE 732 Psychosocial Devel/Disability 0.00 W 0.00  
 Ehrrs: 0.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00

Last Standing:

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

***** TRANSCRIPT TOTALS *****	
Earned Hrs	GPA Hrs
27.00	33.00
Points	GPA
101.70	3.08

TOTAL INSTITUTION

TOTAL TRANSFER

OVERALL

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*



Revised  
updated

**Degree Plan for Master of Education in Teaching**  
**For those students completing Alt Route Program**  
**Department of School Leadership/Middle & Secondary Teacher Education**

**RECEIVED**  
OCT 25 2013  
GRADUATE OFFICE

Name: Jeni Barnett

E-mail address:

Current mailing address:

Student E Number:

Telephone:

E 10343299

REQUIRED COURSES						Semesters offered			
DIV	#	COURSE TITLE	HRS	GR	SEM				
ED	886	Designing Instructional Programs	3	A	093	✓			
ED	879	Classroom Management	2	A	093	✓			
SD	550	Survey of Exceptionality	3	A	093	✓			
SC	719	Classroom Climate	1	A	093	✓			
ED	535	Cultural Awareness	3	(1)	131	✓			
EA	773	Advanced Educational Psychology	3	B+	133	✓			
ED	887	Developing Authentic Assessments	3				Withdrew 10/23/13		
ED	833	Beliefs, Values & Issues in Education	3	(1)	131	✓			
ED	837	Brain Based Learning	3	A	133	✓			
- RE 732			24 hrs						

A.  
A.  
A.  
A.  
F.  
B+.  
W.  
F.  
A.  
W.

Must complete one of the options listed below (12 cr hrs) for Licensure program

Option with Job

ED	893	Internship I	6	B+	105	✓	Every Fall		
ED	894	Internship II	6	A	111	✓	Every Spring		
Total hours			12						

B+.  
A.

**Transfer Credit (up to nine credit hours authorized):** Note: Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Pass/fail courses cannot be applied to graduate programs. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate School Dean Signature D. E. McEachern Date 10-25-13



## MASTER OF EDUCATION – TEACHING

Upon completion of the Alternate Route/Restricted Licensure program (course requirements of ED879, ED886, and Internships I & II), the students can pursue a master's degree.

### Required Coursework for Licensure (21 hours)

• SD 550	Survey of Exceptional Child	3
• ED 879	Classroom Management	2
CE 720	Creating Classroom Climate	1
• ED 886	Designing Instructional Programs	3
ED 743	Restricted License Internship I	6
ED 743	Restricted License Internship II	6

### Additional Required Coursework (12 hours)

• ED 535	Cultural Awareness for Educators	3
PY 722	Theories of Learning	3
<b>OR</b>		
• ED 887	Developing Authentic Assessments	3
Select an advanced content methods course		3
<b>OR</b>		
• ED 833	Beliefs, Values and Issues in Educational Practices	3

### Elective Coursework (3 hours)

Suggested Courses		
EL 723	Reading theory and Literacy Practices: Secondary	3
PY 811	Seminar in Human Growth and Development	3
SD 864	Creative Teaching and Learning	3
ED 805	Restructuring Classrooms with Technology	2
IT 727	Integrating Educational Technology into Teaching	3
BE 840	Instructional Technology Selection & Facilities Design	3
• ED 837	Brain Based Learning	3

**Total for Degree** **36**

## MASTER OF SCIENCE – CURRICULUM AND INSTRUCTION

This degree is intended for individuals who teach or lead programs in grades kindergarten through grade 12. The C & I Masters Degree provides flexibility through three areas of concentration: Effective Practitioner Pre-K-12, National Board Certification Pre-K-12, or Curriculum Leadership Pre-K-12.

Satisfactory completion of admission requirements, the comprehensive examination (completed in one of the final two semesters), and all course work are required to be eligible for graduation.

Required Courses	Hours
ED 535 Cultural Awareness for Educators	3
ED 805 Restructuring Classrooms with Technology	2
ED 820 Curriculum Leadership: Models and Strategies	3
ED 833 Beliefs, Values & Issues in Educational Practice	3
ED 837 Brain Based Learning For Educators	3
ED 879 Classroom Management Through Positive Reinforcement	2
ED 887 Developing Authentic Assessments	3
ER 752 Analysis of Research	3
ED 895 Practicum	3

Students will select one concentration from the following options.

### Areas of Concentration:

**Curriculum Leadership Pre-K-12** is designed for educators who choose to prepare to coordinate the design, implementation, management, and evaluation of curriculum and instruction in public and private school systems. **National Board Certification Pre-K-12** is designed for educators who choose to prepare for and participate in the review process which leads to National Board Certification. The **Effective Practitioner Pre-K-12** program is designed for educators interested in improving their own classroom skills and maximizing student achievement. It is also for those who wish to become leaders and resource persons in faculty development projects and activities.

### Curriculum Leadership Pre-K-12 (9 credit hours)

EA 830	School Leadership Theory	3
ED 865	Advanced Theory & Practice in Teaching	3
ED 886	Designing Instructional Programs	3

### Effective Practitioner Pre-K-12 (9 credit hours)

Nine additional credits of teaching and learning electives as approved by the C & I committee.

### National Board Certification Pre-K-12 (9 credit hours)

ED 842	National Board Certification Portfolio Development	3
ED 843	National Board Certification School Based Project	6
Completion of NBPTS School Site Portfolio		
Completion of NBPTS Assessment Center Exercises		

**Total Hours in Degree** **34**

## MASTER OF SCIENCE – INSTRUCTIONAL LEADERSHIP

Required Courses	Hours
ED 818 Professional Development and the Adult Learner	3
ED 819 Mentoring and Coaching	3
ED 820 Curriculum Leadership: Models and Strategies	3
ED 535 Cultural Awareness for Educators	3
ED 887 Developing Authentic Assessments	3
EA 885 Human Relations and Group Processes in Education	2
ER 752 Analysis of Research	3
ED 895 Practicum/Action Research (to be taken last semester)	3
<b>Total Required Courses</b>	<b>23</b>

**Electives – with advisor approval** **12**

EA 811	Supervision and Evaluation	3
EA 849	Educational Law and Regulations	3
EA 773	Advanced Ed. Psych. for Teachers & Admin	3
ED 833	Beliefs, Values & Issues in Educational Practice	3
ED 837	Brain Based Learning for Educators	3
ED 865	Advanced Theory & Practice in Teaching	3
ED 886	Designing Instructional Programs	3
EL 721	Reading Theory & Literacy Practices, Elementary	3
EL 821	Reading Curriculum Development & Strategy Instruction	3
IT 727	Integrating Technology Uses in Education	2 or 3
IT 743	Technology Management	3
PE 740	Legal Issues in HPER	3
PE 745	Leadership in HPER	3

under the "Admission Requirements for MS Degree in Educational Administration." Kansas State Board of Education standards and program competencies for endorsement of non-degree building-level administrators are taught in the Required Courses of the educational administration program. As a prerequisite the Building Leadership licensure program requires a masters degree.

Other requirements as a part of a program planned by the institution and student to improve administrator effectiveness may be required. Transfer and substitute courses must have prior approval of the department chair and/or program advisor.

#### District Leadership School Administrator (91-1-129a)

Kansas State Board of Education standards and program competencies for endorsement of district-level administrators require a total of 60 graduate hours for the endorsement. The minimum standards for admission to the district level license/licensure program in educational administration are detailed under the Masters Degree Admission Requirements.

#### COMPLETION OF THE MINIMUM STANDARDS DOES NOT NECESSARILY GUARANTEE ADMISSION TO A LICENSE/LICENSURE PROGRAM AT EMPORIA STATE UNIVERSITY.

The applicant must have completed 60 approved graduate hours beyond the bachelor's degree to qualify for license/licensure as a district administrator.

As part of the 60 hours, the following courses must be successfully completed:

	Hours
EA 941 Business Administration in School Leadership	3
EA 984 Educational Buildings and Facilities	3
EA 986 District School Leadership	3
EA 942 Leadership of Special Programs	3
EA 997 Practicum I in Educational Administration	
District Level-Fall	3
EA 998 Practicum II in Educational Administration: District	
Level-Spring	3

Other requirements as a part of a program planned by the institution and student to improve administrator effectiveness may be required. Transfer and substitute courses must have prior approval of the program advisor.

#### PROCEDURE FOR LICENSE/LICENSURE

Upon completion of the program requirements, the student is responsible for applying for license/licensure by contacting the License/licensure Office of Emporia State University. The License/licensure Officer then recommends to the Kansas State Department of Education that the student be endorsed in the appropriate area.

The department will recommend a student for license/licensure when all of the requirements for the program have been completed. A grade of B or better must be earned in the practicum course to receive a recommendation.

#### MASTER OF EDUCATION – TEACHING

Upon completion of the Alternate Route/Restricted Licensure

program (course requirements of ED879, ED886, and Internships I & II), the students can pursue a master's degree.

#### Required Coursework (21 hours)

• ED 886 Designing Instructional Programs	3
• SD 550 Survey of Exceptional Child	3
<b>OR</b>	
SD 864 Creative Teaching and Learning	3
• ED 879 Classroom Management Through	
Positive Reinforcement	2
• SC 719 Classroom Climate	1
• ED 535 Cultural Awareness for Educators	3
PY 722 Theories of Learning	3
<b>OR</b>	
• EA 773 Advanced Educational Psychology for	
Teachers and Administrators	3
• ED 887 Developing Authentic Assessments	3
• ED 833 Beliefs, Values and Issues in Educational Practices	3

#### Option 1 (for Alternate Route candidates working on Licensure)

• ED 893 Internship I6	
<b>OR</b>	
ED 890 Teaching Internship	6
• ED 894 Internship II	6
<b>OR</b>	
SC 881 Internship in School Counseling	6
ER 752 Analysis of Research	3

**Total Credit Hours Option 1** 36

#### Option 2 (for all other applicants)

ER 752 Analysis of Research	3
ED 895 Practicum/Action Research (to be taken last semester)	3
Content Area Elective (with advisor approval)	6
Elective (with advisor approval)	3

**Total Credit Hours Option 2** 36

#### MASTER OF SCIENCE – CURRICULUM AND INSTRUCTION

This degree is intended for individuals who teach or lead programs in grades kindergarten through grade 12. The C & I Masters Degree provides flexibility through three areas of concentration: Effective Practitioner Pre-K-12, National Board Certification Pre-K-12, or Curriculum Leadership Pre-K-12.

Satisfactory completion of admission requirements, the comprehensive examination (completed in one of the final two semesters), and all course work are required to be eligible for graduation.

Required Courses	Hours
ED 535 Cultural Awareness for Educators	3
ED 805 Restructuring Classrooms with Technology	2
ED 820 Curriculum Leadership: Models and Strategies	3
ED 833 Beliefs, Values & Issues in Educational Practice	3
ED 837 Brain Based Learning For Educators	3
ED 879 Classroom Management Through	
Positive Reinforcement	2
ED 887 Developing Authentic Assessments	3
ER 752 Analysis of Research	3
ED 895 Practicum	3

ED 837 not listed in program

21

12



ID: E10343299 Barnett, Jeni S. Term:

COURSE SUMMARY

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours
<input type="checkbox"/>	201350	2	OFF	GR	54913	ED	887	XA	Grade W 0.00
<input type="checkbox"/>	201350	2	OFF	GR	54478	RE	732	XA	0.00
<input type="checkbox"/>	201330	E04	OFF	GR	31181	EA	773	XA	W 3.00
<input type="checkbox"/>	201330	C03	OFF	GR	30697	ED	837	XA	A 3.00
<input type="checkbox"/>	201310	2	OFF	GR	14963	ED	535	XB	F 3.00
<input type="checkbox"/>	201310	2	OFF	GR	12018	ED	833	XA	3.00
<input type="checkbox"/>	201250	2	OFF	GR	54096	ED	535	XB	W 0.00
<input type="checkbox"/>	201250	D15	OFF	GR	54540	ED	833	XB	W 0.00
<input type="checkbox"/>	201110	2	OFF	GR	13803	ED	894	XA	A 6.00
<input type="checkbox"/>	201050	2	OFF	GR	54116	ED	893	XA	BT 6.00
<input type="checkbox"/>	200930	F06	OFF	GR	31662	ED	879	XC	A 2.00
<input type="checkbox"/>	200930	F06	OFF	GR	31661	ED	886	XB	A 3.00
<input type="checkbox"/>	200930	D03	OFF	GR	31632	SC	719	XB	A 1.00
<input type="checkbox"/>	200930	A05	OFF	GR	31658	SD	550	ZC	A 3.00

1 of 1 20 Per Page

Record 1 of 14

EO 879 - 200930  
EO 886 - 200930  
EO 893 - 201050  
EO 894 - 201110

Summer 200930  
Licensee - Alt Route

Admitted Summer 2012 - MEd Teaching

1st Class - Fall 2012 - Catalog 2012



*Revised  
updated*

**Degree Plan for Master of Education in Teaching  
For those students completing Alt Route Program  
Department of School Leadership/Middle & Secondary Teacher Education**

**RECEIVED**  
OCT 25 2013  
GRADUATE OFFICE

Name: Jeni Barnett

E-mail address:

Current mailing address:

Student E Number:

Telephone:

*E 10343299*

REQUIRED COURSES						Semesters offered				
DIV	#	COURSE TITLE	HRS	GR	SEM					
ED	886	Designing Instructional Programs	3	A	093	✓				
ED	879	Classroom Management	2	A	093	✓				
SD	550	Survey of Exceptionality	3	A	093	✓				
SC	719	Classroom Climate	1	A	093	✓				
ED	535	Cultural Awareness	3	(1)	131	✓				
EA	773	Advanced Educational Psychology	3	B+	133	✓				
ED	887	Developing Authentic Assessments	3				Withdrew 10/23/13			
ED	833	Beliefs, Values & Issues in Education	3	(1)	131	✓				
ED	837	Brain Based Learning	3	A	133	✓				
			24 hrs							

Must complete one of the options listed below (12 cr hrs) for Licensure program

Option with Job

ED	893	Internship I	6	B+	105	✓	Every Fall			
ED	894	Internship II	6	A	111	✓	Every Spring			
		<b>Total hours</b>	12							

**Transfer Credit (up to nine credit hours authorized):** Note: Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Pass/fail courses cannot be applied to graduate programs. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate School Dean Signature *DREIMER* Date *10-25-13*



*revised  
updated*

**Degree Plan for Master of Education in Teaching  
For those students completing Alt Route Program  
Department of School Leadership/Middle & Secondary Teacher Education**

**RECEIVED**  
**OCT 25 2013**  
**GRADUATE OFFICE**

Name: Jeni Barnett

E-mail address:

Current mailing address:

*E 10343299*

Student E Number:

Telephone:

REQUIRED COURSES						Semesters offered			
DIV	#	COURSE TITLE	HRS	GR	SEM				
ED	886	Designing Instructional Programs	3	A	093	✓			
ED	879	Classroom Management	2	A	093	✓			
SD	550	Survey of Exceptionality	3	A	093	✓			
SC	719	Classroom Climate		A	093	✓			
ED	535	Cultural Awareness		(1)	131	✓			
EA	773	Advanced Educational Psychology	3	B+	133	✓			
ED	887	Developing Authentic Assessments					Withdrew 10/23/13		
ED	833	Beliefs, Values & Issues in Education	3	(1)	131	✓			
ED	837	Brain Based Learning	3	A	133	✓			
			24 hrs						

Must complete one of the options listed below (12 cr hrs) for Licensure program  
Option with Job

ED	893	Internship I	6	B+	105	✓	Every Fall		
ED	894	Internship II	6	A	111	✓	Every Spring		
		<b>Total hours</b>	12						

**Transfer Credit (up to nine credit hours authorized):** Note: Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Pass/fail courses cannot be applied to graduate programs. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate School Dean Signature *D. K. McEl...* Date *10-25-13*



- EA773: Advanced Educational Psychology for Teachers and Administrators:  
Summer 2013: 3 credit hours.
- ED837: Brain-Based Learning for Educators:  
Summer 2013: 3 credit hours.

I ask that this coursework be validated and approved because I still have the books, copies of each course syllabus, assigned readings, handouts, audio clips, video clips, PowerPoint presentations, seminar links, reflections, journal entries, study guides, and notes for each of the aforementioned courses. Most importantly, I still have copies of all the papers, projects, and assignments I completed for each class. (I am willing to provide duplicates of these items, if needed).

I believe this request for an extension is justified because it was money, or more specifically a lack of money, that caused the overall delay in completion of my degree program. My explanation would be easier to detail in person, but I will try my best to summarize it here:

In the fall of 2013 (my last semester of attendance at ESU prior to this spring), I was hired as a 6th grade Language Arts teacher at a large suburban middle school. This was the first time I would be teaching in my own classroom, as well as teaching an exploratory class (in which I did not have any experience). At the same time, I was also enrolled in two graduate courses at ESU (6 credit hours). I do not want to make disparaging remarks about my former employer, so I will just state that the demands of a new job, a class size averaging 30 students, and zero paraprofessional support in my classes for students with IEPs all combined to affect my attendance and coursework at ESU during that time.

Consequently, those circumstances also led to withdrawing from both of my classes at ESU. This withdrawal then led the Financial Aid Office to return all of my student loans for the semester to the lender (something I was not aware would occur until it was too late). The Financial Aid office claimed that I did not attend the courses in which I was enrolled. I disputed this claim, but was denied. So, my ESU student account was charged \$7,599.00 (before collection costs were added to the balance).

When I initially spoke to Ms. Jennifer Balkenhol with ESU Cashiers and Student Accounts, I asked about a repayment plan and expressed my extreme concern with the ability to repay this amount any time soon. She said I could enter a payment plan, to which I was relieved to hear. However, this relief was short lived when she told me the best payment plan that could be offered was approximately \$600 a month. I spoke with Ms. Balkenhol several more times over the course of a couple of weeks while I tried to manage a way to pay off the loans. I could not secure a personal loan for that amount, though I applied at several banks and asked family members to help. I pleaded for a lower payment and I told Ms. Balkenhol there was no way I could afford a \$600 month payment to ESU in addition to other student loan payments that were also due. In



February 11, 2019

Reference: **Petition for Extension  
(Previous Coursework)**

Emporia State University  
Department of School Leadership /  
Middle and Secondary Teacher Education  
1 Kellogg Circle  
Campus Box 4037  
Emporia, KS 66801

Dear SLMSTE Faculty:

I am writing to request an extension on previous coursework I completed at Emporia State University. Specifically, I am requesting an extension of the seven-year "time limit" (from the date of the first enrollment) requirement for a master's in education graduate degree. In addition, I am requesting that my "degree plan" be calculated using the Fall 2012 catalog as opposed to the Spring 2019 catalog. (From my understanding of student record, I was first "officially" admitted to the Master in Education in Teaching program under the Fall 2012 catalog).

I would like the following courses considered for the extension:

- ED879: Classroom Management Through Positive Reinforcement:  
Summer 2009: 2 credit hours.
- ED886: Designing Instructional Programs:  
Summer 2009: 3 credit hours.
- SC719: Creating Classroom Climate:  
Summer 2009: 1 credit hour.
- SD550: Survey of Exceptionality:  
Summer 2009: 3 credit hours.
- ED893: Internship I:  
Fall 2010: 6 credit hours.
- ED894: Internship II:  
Spring 2011: 6 credit hours.

In addition, I request the following courses be applied toward my degree plan:

addition, I relayed the amounts of my mortgage, car payment, car insurance, utilities, groceries, and incidentals in hopes a different agreement could be reached. I was told I did not have any other option.

Personally, I do not know any teacher beginning his/her first year in a new district that would be able afford to afford that high amount of payment. I do not fault Ms. Balkenhol for her inability to offer a lower payment, as I believe this is the standard policy of ESU Cashiers and Students Accounts based on the amount balance. However, I do fault the policy itself. At least student loan lenders offer all types of payment arrangements and agreements to assist individuals based on their circumstances (and large collections fees are not assessed to the principal balance).

Ultimately, since I could not pay the balance, a "hold" was placed on my account and I could not enroll. In addition to the \$7,599.00 initially assessed to my student account, I was also charged \$791.24 in collections fees. (The surmounting debt felt like a never-ending uphill battle I could not win). Each year I owed the debt, my State of Kansas income tax refund was automatically applied to my account balance at ESU. In addition, I withdrew the entire amount of my KPERS account and had that applied to the rolling debt at ESU. Finally, last February, I was able to acquire a small personal loan to pay off the remainder of my balance at the school.

My desired timeline and plan for wanting to complete the Master in Education in Teaching program is dependent on approval of this petition. Before my last semester of attendance at ESU, I was on track to graduate with only three courses remaining including ED535: Cultural Awareness for Educators, ED833: Beliefs, Values, and Issues in Educational Practices, and ED887: Developing Authentic Assessments. Currently, I am enrolled and in the process of completing both ED535 and ED833.

Ideally, I would like to have this petition approved and my previous degree plan reinstated, thus leaving me with one course left to graduate (ED887). I would like to enroll in the course this Summer 2019 semester. I know an individual has to be enrolled in at least one course to take the comprehensive examination, so I would also plan to take the exam during that semester. If approved, I could finish my degree by the end of the summer and none of my coursework would be older than 10 years.

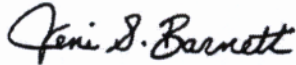
Furthermore, I would have re-enrolled at ESU as soon as my debt was paid off (last February). However, my father passed away (unexpectedly) from anaphylactic shock on March 07, 2018. Then, my best friend tried to commit suicide on June 5, 2018. My stepfather passed away (from lung cancer) on September 24, 2018. My other best friend deployed to Syria on October 6, 2018. Meanwhile, my mother's stomach cancer returned when two more cancerous polyps were discovered on November 12, 2018. All of these extreme circumstances have deeply affected me in ways I cannot describe (and delayed my enrollment and petition for an extension until now).

Notably, I took time off work to grieve and cope with all of the trauma and loss I have experienced. I am currently unemployed and seeking full-time employment at a new

school district for the upcoming school year and in the fall. My preference would be to complete my degree by the end of this summer, especially since I currently have the extra time needed to devote proper attention to completing my coursework. I plan to focus all of my attention, energy, and ability on my courses at ESU.

I hope you will take into consideration my circumstances I have described and grant this petition of extension of previous coursework, as well as reinstate my degree plan under the Fall 2012 catalog. Also, I hope you will consider how close I was (or am) to completing the Master's of Education in Teaching program. I kindly ask you to look favorably upon my willingness to want to move forward and finally finish my degree. I need a happy ending.

Respectfully,

A handwritten signature in cursive script that reads "Jeni S. Barnett". The signature is written in dark ink and is positioned above the printed name.

Jeni S. Barnett



*Revised  
updated*

**Degree Plan for Master of Education in Teaching  
For those students completing Alt Route Program  
Department of School Leadership/Middle & Secondary Teacher Education**

**RECEIVED**  
**OCT 25 2013**  
**GRADUATE OFFICE**

Name: Jeni Barnett

E-mail address:

Current mailing address:

Student E Number:

Telephone:

*E 10343299*

REQUIRED COURSES									
DIV	#	COURSE TITLE	HRS	GR	SEM	Semesters offered			
ED	886	Designing Instructional Programs	3	A	093 ✓				
ED	879	Classroom Management	2	A	093 ✓				
SD	550	Survey of Exceptionality	3	A	093 ✓				
SC	719	Classroom Climate	1	A	093 ✓				
ED	535	Cultural Awareness	3	(1)	131 ✓				
EA	773	Advanced Educational Psychology	3	B+	133 ✓				
ED	887	Developing Authentic Assessments	3			Withdrew 10/23/13			
ED	833	Beliefs, Values & Issues in Education	3	(1)	131 ✓				
ED	837	Brain Based Learning	3	A	133 ✓				
			24 hrs						

Must complete one of the options listed below (12 cr hrs) for Licensure program

Option with Job

ED	893	Internship I	6	B+	105 ✓	Every Fall			
ED	894	Internship II	6	A	111 ✓	Every Spring			
		<b>Total hours</b>	12						

**Transfer Credit (up to nine credit hours authorized):** Note: Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Pass/fail courses cannot be applied to graduate programs. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate School Dean Signature *D. K. McLean* Date *10-25-13*

**EMPORIA STATE**  
**UNIVERSITY**  
*Graduate School*

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**Thesis and Dissertation Committee Declaration Form**

A graduate student completing a thesis or dissertation must submit a Committee Declaration Form. The form must be completed at least the semester prior to completing the thesis or dissertation.

Name: \_\_\_\_\_

ESU ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Degree: \_\_\_\_\_

Title of Proposal \_\_\_\_\_

\_\_\_\_\_

Date Proposal Presented: \_\_\_\_\_ Expected Graduation Term: \_\_\_\_\_

The Graduate Thesis or Dissertation Committee\* affirms that the candidate listed above has proposed an acceptable research topic and has the academic and professional background to address this topic.

	Name (please print)	Signature	Date
<b>Thesis Chair:</b>			
<b>Member:</b>			
<b>Member:</b>			
<b>Member:</b>			
<b>Member:</b>			

Department Chair Approval: \_\_\_\_\_

\***Master's thesis and dissertation committees** must consist of at least three members. The chairperson must hold Regular Graduate Faculty status and committee members must hold Regular or Associate Graduate Faculty Status. At least one member of the dissertation committee must be from outside of the area of specialization.

## Jan Gerstner

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**From:** William Jensen  
**Sent:** Friday, April 12, 2019 5:00 PM  
**To:** Jan Gerstner  
**Subject:** RE: Grad Council - Thesis Committee

This is regarding disclosure of student's changes to their grad committee membership. One of our faculty discovered he was replaced with another committee member upon seeing a defense flyer and was a bit put out at the change. Similarly, there may be interests in students or thesis committee chairs wishing to replace a committee member – how might this be done with full disclosure to those involved?

Can clarify as needed.

Bill

---

**From:** Jan Gerstner <jgerstn1@emporia.edu>  
**Sent:** Friday, April 12, 2019 11:15 AM  
**To:** William Jensen <wjensen1@emporia.edu>  
**Subject:** Grad Council - Thesis Committee

Good Morning,

You mentioned you would like to discuss changes in the thesis committee membership, what exactly would you like to see changed? Dr. Spotswood would like to know in advance before Thursday's Graduate Council meeting.

Please let me know, I will add to the agenda.

Thank you,  
Jan

**EMPORIA STATE**  
**UNIVERSITY**

---

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



## PROBATION POLICY (Final)

### Grades

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Accountancy, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a **3.0 cumulative** grade point average ~~of B (3.0)~~ in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B (inclusive of B-) or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

~~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 **to remain in good academic standing within the Graduate School.** 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 **cumulative** GPA below 3.0 will be dismissed from the Graduate School **following the denial of degree candidacy process initiated by the department chair.** ~~and not be permitted to enroll in classes.~~ **Students wanting to appeal dismissal should consult the University Policy Manual, section 4E.1406.**

(Graduate Policy Handbook, 18-19)

changed Probation Policy  
Grades  
Final

## **GRADUATE ASSISTANTSHIP AWARDS**

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs. Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a quarter assistantship (10 hours per week).

Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

Split graduate assistants courses that count toward the 3 credit hour enrollment requirement must consist of graduate level courses. Once the 3 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). Any courses taken above 3 credit hours are charged at the Kansas resident tuition rate plus additional fees, are paid by the graduate assistant.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for quarter-time 10 hours or full time 20 hours duty per week. Graduate assistants will be responsible for paying the campus and technology fees each semester.

Full time graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. Split graduate assistants are expected to work quarter-time (10 hours per week). Work given them is expected to fit with a 10-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances. Graduate assistants will not be compelled to



work when the university is closed nor will they be docked in pay.

A graduate student may hold an assistantship funded via university allocations for one (1) masters degree or dual degree program. Masters students may hold an assistantship for up to six semesters (excluding summers). Ph.D. students may hold an assistantship for up to eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. (Revised by Graduate Council, Oct 19, 2017).

UP Manual - 4D.04

\* Graduate Assistants are required to show normal academic progress (3.00 grade point average **when enrolled in a minimum of 6 hours of graded work**) each semester (~~fall and spring semesters only~~). When a student's semester grade point average (GPA) falls ~~between 2.99 and 2.5~~, **below 3.0**, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA ~~between 2.99 and 2.5~~ **below 3.0** will result in termination of the graduate assistantship. ~~When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated;~~ [T]he department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate assistantships may be terminated at any time on non-academic grounds including, but not limited to, misrepresentation of academic credentials or application materials, unsatisfactory performance on assigned tasks, insubordination, violation of University or departmental rules or policies, a criminal conviction, or a lack of appropriations or funding.  
(Graduate Policy Handbook, 7-9)



emailed to Barb Kern  
for Provost's approval

## University Policy Manual

### 1B.06 – Graduate Faculty - (Add) Emeritus Graduate Faculty (Approved by Graduate Council - 2/16/2017)

Emeritus membership in the Graduate Faculty is open to:

- Are formerly tenured with the rank of an emeritus status from Emporia State University.
- Have significant professional accomplishments in their field may be appointed as Emeritus members of the Graduate Faculty for a specified period. Appointments are made by the Graduate Dean upon recommendation of the school or college Dean.

Emeritus members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the emeritus appointment will be specified at appointment time for a maximum of three years and be consistent with the nature of the specified duties. An emeritus appointment can be renewed at the end of the three-year period.

### 4B.05 (Revise) Seniors Earning Graduate Credit (Approved by Graduate Council – 3/15/2018)

College seniors at Emporia State University may earn graduate credit after accumulating 90 undergraduate hours by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Having a minimum overall undergraduate GPA of 2.5.
- 3) Having a degree contract on file with the undergraduate degree analyst in the Registrar's Office.
- 4) Completing a Request for Graduate Credit form for each course for enrollment. The approval of the advisor, course instructor, Dean of the Graduate School and Distance Education, and Registrar is required. The Senior Request for Graduate Credit form must be presented to Registration at the time of enrollment.
- 5) Graduate courses taken may not be used to meet undergraduate requirements, except in case of approved accelerated masters programs. Undergraduate students who take graduate credit may only enroll for a total of 17 semester hours during the fall/spring or a total of 10 hours for the summer term (undergraduate/graduate). No more than 12 semester hours of graduate credit can be accumulated in this way. Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded. Undergraduate students may not enroll in 800 or 900 level graduate classes.

\*Seniors cannot earn graduate credit in the Accelerated Online Programs for Educational Administration, Curriculum and Instruction, MBA and MAcc.

### 4C.0202.01 (Revise) Degree Candidacy #4 (Approved by Graduate Council – 11/16/2017)

- 4) The student must have completed at least six hours of course work on the graduate program of study and must have a cumulative 3.0 GPA before being admitted to degree candidacy.

## Graduate Council – Policy Changes (Graduate Handbook Policies 2018-2019)

### October 2018 – Not listed in University Policy Manual

- Graduate Council discussed the proposed change to the 4 +1 programs; council members unanimously approved the following changes to the graduate policy handbook:

***Admission Standards (page 27 & 28)***

*Revised 2<sup>nd</sup> bullet point: Student must apply for admission to the Graduate School during the second semester of their junior year or after 75 credit hours.*

*Revised last bullet point: Student will be eligible to start the accelerated program after completing 90 (senior status) credit hours of coursework towards their undergraduate degree program. During senior year, students must complete "Request for Graduate Credit" form from the Graduate School.*

***Degree Requirements (page 29)***

*Added bullet point: In Masters programs requiring 40 or more hours of graduate coursework, a maximum of 15 hours may be shared between the Bachelor's and Master's program.*

### November 2018

- After discussion for off campus, online graduate assistantships, council members unanimously approved the following statement in bold script to be added to the graduate policy handbook, page 7.

*Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs. Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). **Departments may elect to use part or all of their graduate assistantship allocations towards off-campus, online GTAs or GRAs. Off-campus, online GAs must meet all requirements for an award, must be a US citizen or a US resident, and their contracts must clearly detail the work assignment and the supervisory structure that will oversee their work.***

- After discussion graduate council members unanimously approved the proposed changes to the probation policy. Separate document lists the changes to the graduate policy handbook, grades section (pages 18-19) and graduate assistantship awards (pages 7-9). Strikethroughs indicate deletions and underlined bold face script indicates additions.



## PROBATION POLICY (Final)

### Grades

- Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.
- 
- Candidates for the Master of Accountancy, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a **3.0 cumulative** grade point average ~~of B (3.0)~~ in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B (inclusive of B-) or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).
- 
- ~~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 to remain in good academic standing within the Graduate School.** 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 **cumulative** GPA below 3.0 will be dismissed from the Graduate School **following the denial of degree candidacy process initiated by the department chair.** ~~and not be permitted to enroll in classes.~~ **Students wanting to appeal dismissal should consult the University Policy Manual, section 4E.1406.**
- (Graduate Policy Handbook, 18-19)

### GRADUATE ASSISTANTSHIP AWARDS

Graduate Assistants are required to show normal academic progress (3.00 grade point average **when enrolled in a minimum of 6 hours of graded work**) each semester ~~(fall and spring semesters only).~~ When a student's semester grade point average (GPA) falls ~~between 2.99 and 2.5,~~ **below 3.0,** the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA ~~between 2.99 and 2.5~~ **below 3.0** will result in termination of the graduate assistantship. ~~When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated; [T]he department may reappoint the student~~



to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Mary Jewell

## GRADUATE COUNCIL 2018-2019

### Spring Semester

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	<a href="mailto:alicktei@emporia.edu">alicktei@emporia.edu</a>
Maire Johnson	Social Sciences	Box 4032	5461	<a href="mailto:mjohns38@emporia.edu">mjohns38@emporia.edu</a>
Shawn Keough	Business	Box 4039	5408	<a href="mailto:skeough@emporia.edu">skeough@emporia.edu</a>
William Jensen	Biological Sciences	Box 4050	5339	<a href="mailto:wjensen1@emporia.edu">wjensen1@emporia.edu</a>
Lerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	<a href="mailto:jliss@emporia.edu">jliss@emporia.edu</a>
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John Wade	Psychology	Box 4031	5317	<a href="mailto:jwade2@emporia.edu">jwade2@emporia.edu</a>
Manjula Shinge	Instructional Design and Technology	Box 4037	6153	<a href="mailto:mshinge@emporia.edu">mshinge@emporia.edu</a>
Lerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	<a href="mailto:jspotswo@emporia.edu">jspotswo@emporia.edu</a>
Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	<a href="mailto:mstorm@emporia.edu">mstorm@emporia.edu</a>
Eric Trump	Physical Sciences	Box 4030	5991	<a href="mailto:etrump@emporia.edu">etrump@emporia.edu</a>
Chad Wiley	Mathematics and Economics	Box 4027	5641	<a href="mailto:cwiley1@emporia.edu">cwiley1@emporia.edu</a>
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	<a href="mailto:jwilliam@emporia.edu">jwilliam@emporia.edu</a>
Gaelynn Wolf Bordonaro	Counselor Education	Box 4036	5809	<a href="mailto:gwolf@emporia.edu">gwolf@emporia.edu</a>
Robert Ward	Music	Box 4029	5432	<a href="mailto:rward7@emporia.edu">rward7@emporia.edu</a>
Kerri Jackson	Associate Director-Graduate Recruiting and Marketing			
	*Graduate School (Ex-Officio)	Box 4003	5430	<a href="mailto:kjacks20@emporia.edu">kjacks20@emporia.edu</a>
Brady Lund	Graduate Student Representative			
	Graduate Student	Box		<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>

Michael Butler, Chair – Chad Wiley, Vice Chair – Jan Gersner, Executive Secretary

# GRADUATE COUNCIL 2018-2019

## Fall Spring Semester

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	<a href="mailto:alicktei@emporia.edu">alicktei@emporia.edu</a>
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	*Graduate School (Ex-Officio)			<a href="mailto:blund2@g.emporia.edu">blund2@g.emporia.edu</a>
Brady Lund	Graduate Student Representative			
	Graduate Student	Box		

Michael Butler, Chair – Chad Wiley, Vice Chair – Jan Gerstner, Executive Secretary



# GRADUATE COUNCIL 2018-2019

## Spring Semester

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	<a href="mailto:mbutler@emporia.edu">mbutler@emporia.edu</a>
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Michael Butler, Chair – Shawn Keough, Vice Chair – Jan Gerstner, Executive Secretary

**COMMITTEE ASSIGNMENTS  
GRADUATE COUNCIL  
2018-2019**

**Durst Research Award (Fall)**

*Application Deadline: September 28, 2018*

Emily Vardell  
Rob Ward  
Eric Trump  
Manjula Shinge

**Boylan Thesis Award (Fall and Spring)**

*Application Deadline: October 5, 2018 & March 8, 2019*

Gaelynn Wolf Bordonaro  
Jerald Liss  
Amanda Lickteig  
Maire Johnson

**Robert J. Grover Award (Fall)**

*Application Deadline: November 16, 2018*

Michael Butler  
Chad Wiley  
John Wade  
Brenda Koerner

**Graduate Teaching Assistant Award (Spring)**

*Application Deadline: March 1, 2019*

Michael Butler  
John Wade  
Eric Trump  
Brady Lund

**Boylan Scholar Award (Spring)**

*Application Deadline: March 8, 2019*

~~Brenda Koerner~~ (William Jensen)  
Mel Storm  
Shawn Keough  
Chad Wiley

**Faculty Mentor Award (Spring)**

*Application Deadline: March 8, 2019*

Emily Vardell  
Manjula Shinge  
Rob Ward  
Graduate Student

**COMMITTEE ASSIGNMENTS  
GRADUATE COUNCIL  
2018-2019**

**Durst Research Award (Fall)**

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Eric Trump  
Brady Lund

**Boylan Scholar Award (Spring)**

*Application Deadline: March 8, 2019*

~~Brenda Koerner~~ (William Jensen)  
Mel Storm  
Shawn Keough  
Chad Wiley

**Faculty Mentor Award (Spring)**

*Application Deadline: March 8, 2019*

Emily Vardell  
Manjula Shinge  
Rob Ward  
Graduate Student



## Jan Gerstner

**From:** Allison Garrett  
**Sent:** Wednesday, September 19, 2018 5:02 PM  
**To:** Brenda Koerner; Michael Butler; Kerri Jackson; Jan Gerstner; Kerri Jackson; Eric Trump; Michael Butler; Gaelynn Wolf Bordonaro; Jerald Liss; Amanda Lickteig; Maire Johnson; Shawn Keough; Robert Ward; Manjula Shinge; Emily Vardell; John Wade; Mel Storm; Chad Wiley; Jerald Spotswood; James Williams; Brenda Koerner; Brady Lund - Student; Camille AbdelJawad - Student  
**Subject:** 2018-2019 Committee Membership

# EMPORIA STATE UNIVERSITY

## Office of the PRESIDENT

September 19, 2018

The Graduate Council membership has been updated according to the attached university committee policy and you have been recommended to serve. I have reviewed the committee lists and have approved the appointments for the **2018-2019** academic year. **Thank you** for serving on this committee.

The membership information to date includes:

Graduate Council		Term is unlimited - Membership often provided by Grad Office   Jan Gerstner		
Chair	2018-2019	Brenda	Koerner	bkoerner@emporia.edu
Vice Chair		Michael	Butler	mbutler@emporia.edu
Associate Director		Kerri	Jackson	kjacks20@emporia.edu
Exec Secretary, Graduate Studies		Jan	Gerstner	jgerstn1@emporia.edu
Associate Director - Graduate Recruiting and Marketing (Ex-Officio)		Kerri	Jackson	kjacks20@emporia.edu
Faculty, Physical Sciences		Eric	Trump	etrump@emporia.edu
Faculty, Health/Phys Ed/Rec		Michael	Butler	mbutler@emporia.edu
Faculty, Counselor Ed		Gaelynn	Wolf Bordonaro	gawolf@emporia.edu
Faculty, Elementary Education/Early Childhood/Special Education		Jerry	Liss	jlliss@emporia.edu
Faculty, School Leadership/Mid & Sec Edu.		Amanda	Lickteig	alickteig@emporia.edu
Faculty, Social Science		Maire	Johnson	mjohns38@emporia.edu
Faculty, School of Business		Shawn	Keough	skeough@emporia.edu
Faculty, Music		Robert	Ward	rward7@emporia.edu
Faculty, Instr. Design & Technology		Manjula	Shinge	mshinge@emporia.edu
Faculty, SLIM		Emily	Vardell	evardell@emporia.edu
Psychology		John	Wade	jwade2@emporia.edu
Faculty, Eng./Mod Lang/ Journalism		Mel	Storm	mstorm@emporia.edu
Faculty, Mathematics and Economics		Chad	Wiley	cwiley1@emporia.edu
Graduate & Distance Ed Dean (ex officio)	-	Jerry	Spotswood	jspotswo@emporia.edu
VP of Student Affairs (ex officio)	-	Jim	Williams	jwilliam@emporia.edu
Faculty, Biological Sciences		Brenda	Koerner	bkoerner@emporia.edu
Graduate Student Representative	2018-2019	Brady	Lund	blund2@emporia.edu
Graduate Student Representative (2)	2018-2019	TBD		

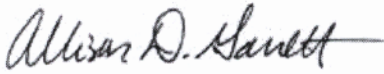
\*Please note that this is subject to change.

**Committee Charge:** To assist Dean of Graduate Studies and Lifelong Learning, review and coordination of all graduate programs, formulation of academic policies and graduate programs and with administration of this office.

You will be receiving information regarding meeting time and place in the near future from the Committee Chair or a senior member of the committee until a new chair is elected.

Again, thank you for your service to Emporia State and The Graduate Council!

**GO HORNETS!**



Allison D. Garrett  
President

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**EMPORIA STATE  
UNIVERSITY**

1 Kellogg Circle • Emporia, Kansas 66801-5415 • 620.341.5551

## COUNCIL MEETINGS

2018-2019

Thursday, September 20, 2018– 3:30-5:00 – President's Conference Room  
Thursday, October 18, 2018 – 3:30-5:00 – President's Conference Room  
Thursday, November 15, 2018 – 3:30-5:00 – President's Conference Room  
Thursday, February 14, 2019– 3:30-5:00 – President's Conference Room  
Thursday, March 21, 2019 – 3:30-5:00 – President's Conference Room  
Thursday, April 18, 2019 – 3:30-5:00 – President's Conference Room

✓ Order refreshments

✓ Notify Patty - changes on Grad Council / on Base

✓ Skybox -

✓ Update minutes-mailing list

✓ Setup Committee

✓ Provost - Guest account

✓ Email members - schedule



emailed to Barb Kern - 8/28/18  
for Provost's approval

## University Policy Manual

### 1B.06 – Graduate Faculty - (Add) Emeritus Graduate Faculty (Approved by Graduate Council - 2/16/2017)

**Emeritus membership in the Graduate Faculty is open to:**

- Are formerly tenured with the rank of an emeritus status from Emporia State University.
- Have significant professional accomplishments in their field may be appointed as Emeritus members of the Graduate Faculty for a specified period. Appointments are made by the Graduate Dean upon recommendation of the school or college Dean.

Emeritus members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the emeritus appointment will be specified at appointment time for a maximum of three years and be consistent with the nature of the specified duties. An emeritus appointment can be renewed at the end of the three-year period.

### 4B.05 (Revise) Seniors Earning Graduate Credit (Approved by Graduate Council – 3/15/2018)

College seniors at Emporia State University may earn graduate credit after accumulating 90 undergraduate hours by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Having a minimum overall undergraduate GPA of 2.5.
- 3) Having a degree contract on file with the undergraduate degree analyst in the Registrar's Office.
- 4) Completing a Request for Graduate Credit form for each course for enrollment. The approval of the advisor, course instructor, Dean of the Graduate School and Distance Education, and Registrar is required. The Senior Request for Graduate Credit form must be presented to Registration at the time of enrollment.
- 5) Graduate courses taken **may not** be used to meet undergraduate requirements, except in case of approved accelerated masters programs. Undergraduate students who take graduate credit may only enroll for a total of 17 semester hours during the fall/spring or a total of 10 hours for the summer term (undergraduate/graduate). No more than 12 semester hours of graduate credit can be accumulated in this way. Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded. Undergraduate students may not enroll in 800 or 900 level graduate classes.

\*Seniors cannot earn graduate credit in the Accelerated Online Programs for Educational Administration, Curriculum and Instruction, MBA and MAcc.

### 4C.0202.01 (Revise) Degree Candidacy #4 (Approved by Graduate Council – 11/16/2017)

- 4) The student must have completed at least six hours of course work on the graduate program of study and must have a cumulative 3.0 GPA before being admitted to degree candidacy.

#### **4C.0402 (Revise) Transfer Credit – Graduate**

Graduate credit earned in regionally accredited institutions may be transferred for credit toward the Master's, Specialist in Education, or Ph.D. degrees subject to the following conditions:

- 1) 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.
- 2) 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. **(Approved by Graduate Council 2/18/2016)**
- 3) A grade of B- or higher must have been earned in all such transfer credit.
- 4) Official transcripts of all transfer work must be on file in the Graduate School prior to submitting degree plans. Courses must be current or within 7 years timeframe.
- 5) Transfer courses must be approved by the chair of the major department and the Dean of the Graduate School and Distance Education.
- 6) The transfer credit must be applicable toward a graduate degree at the university at which the course work was taken.
- 7) Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. **(Revised by the Graduate Council January 20, 2011).**

#### **4J.01 Tuition Reductions for Graduate Assistants Add: Split GA's**

**(Split GA's - Graduate Council approved 4/14/2016, Provost approved 5/10/2016)**

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 hours worked per week for a full semester. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for quarter-time 10 hours of full time 20 hours duty per week.



**Jan Gerstner**

**From:**  
**Sent:**  
**To:**  
**Subject:**  
**Attachments:**

Jan Gerstner  
Tuesday, August 28, 2018 4:08 PM  
Barb Kern  
RE: University Policy Manual  
Revisions for - University Policy Manual.docx

Hi Barb,

I have attached a copy of the revisions for the University Policy Manual.

If you need additional information, please let me know.

Thank you,  
Jan

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**From:** Barb Kern  
**Sent:** Monday, August 27, 2018 12:21 PM  
**To:** Jan Gerstner <jgerstn1@emporia.edu>  
**Subject:** RE: University Policy Manual

You will need to send me the policy you wish to update, the information you wish to change, and indicate who approved it and when it was approved.

Barb

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**From:** Jan Gerstner  
**Sent:** Monday, August 27, 2018 8:10 AM  
**To:** Barb Kern <bkern@emporia.edu>  
**Subject:** University Policy Manual