**MINUTES**

**Graduate Council Meeting**

Monday, October 19, 2015, 3:00 p.m.

UC Annex, Room 203

Present: **Irene Aiken, Scott Billingsley, Leah Fiorentino, Roger Guy, Ann Horton-Lopez, Mary Klinikowski, Roger Ladd, Larry Mabe, Lisa Mitchell, Robert Schneider, Kim Sellers, Karen Stanley, Jennifer Twaddell, Jeffrey Warren**

Absent: **Nick Arena, Rebecca Bullard-Dillard, Ki Byung Chae, Sherry Edwards, Rita Hagevik, Karen Helgeson, Jose Rivera, Samantha Simon, Velinda Woriax**

**Guest: Joanne Hessmiller**

**Call to Order**

Dr. Irene Aiken called the meeting to order at 3:00. The agenda was approved as amended by unanimous consent. The minutes of the September 21, 2015meeting were approved by unanimous consent.

**Introductions:** Dr. Leah Fiorentino, newly appointed Program Director for the PE programs, was introduced

**Graduate Studies Proposals/Processes**

* Graduate Grade Appeals regulations were changed as in **Appendix A**
* The Council Approved the following change to the Appeal to Apply for Readmission after Dismissal

“A former student who was dismissed for academic reasons and has not been enrolled in ~~a graduate program at any institution of higher education~~ UNCP Graduate School for a period of four (4) semesters (excluding summers) may apply for readmission under the Special Readmission Policy of the Graduate School.”

* The Council discussed the possibility of pursuing an FX grade on transcripts when students receive an F for academic dishonesty. Little interest was shown for this idea.
* Professional School Counseling would like to add a one-page resume and soft skills survey for applicants. Other PDs interested may contact Jeff Warren
* Dr. Robert Schneider led a discussion of adding +/- to the graduate grading system. The general consensus was to pursue this possibility and Dr. Aiken said she’d check further into the implications for the registrar, banner, etc., but no immediate issues were brought forth

**Graduate Studies Report**

* The Graduate Research Symposium Judge committee was announced—Roger Ladd (Chair), Velinda Woriax, Rita Hagevik, Gary Anderson and Tracy Cooper.
* The 3- minute Thesis Committee was announced and it was noted that we still need members for this committee—Joe Sciulli (chair), Joe West, Rebecca Dillard,
* The Recruitment and Goals

**Announcements/Reminders**

* Announcements:
  + Dr. Sellers announced that the Graduate Reading Education program is partnering with the Public Schools of Robeson County Indian Education Program to put on a Parent’s Reading Workshop on October 20, 2015 from 6-8PM.
  + Dr. Billingsley discussed plans for the passing of UNCP UG student.
  + SOAR: A Conference on Regional Student Success will be held 12/14/2015 from 9 am-3 pm in the UC Annex.  The conference aims to bring together educational stakeholders from across the region to promote k-16 student success.
* Grad Council Meetings for 15-16 (UC Annex room 203 at 3 pm): September 21, October 19, November 16, January 25 (2016), February 15, March 21 and April 18.
* Graduate Research Poster Session: April 5, 2016, beginning at 5:30 in UC Annex (set up at 5:00)
* Graduation Application Deadlines:

October 1 for spring 16 graduation

March 1 for fall 16 graduation

* Graduate Studies Fall Commencement: Friday, December 11, 2015
* Spring New Graduate Student Orientation: Saturday, January 9, 2016 in the Annex
* Withdrawal deadlines: Check Graduate Academic Calendar

*Check Graduate Academic Calendar for dates of importance*

**Next (2015-16) Meeting: Monday, November 16, 2015, 3:00, UC Annex Room 203**

# Appendix A Grade Appeals

**Grade Appeals**Graduate students have the right to appeal a final grade received in a graduate course.  The student wishing to appeal a grade must have clear documentation that the grade earned was due to: 1) Miscalculation, 2) material deviation from information published in the course syllabus [or online course delivery system] without adequate notice of change or 3) discriminatory or capricious academic evaluation on the part of the instructor. The student should be cognizant that a faculty member has the right and freedom to determine a professionally appropriate grading process for her/his course(s). Cases involving academic dishonesty are not Grade Appeals and are handled by the Office of Student Conduct.

The process for a graduate student grade appeal is as follows:

1. Students with a grade dispute must first try to resolve the matter with the instructor in person or through communication no more than 30 days following official final grade due date for the term. The instructor is to respond within 10 working days.

2. If the matter cannot be resolved to the student’s satisfaction or the instructor cannot be reached, s/he may present an appeal to the chair of the department in which the grade was received using the Graduate Appeal form within 60 days following official final grade due date for the term, clearly presenting evidence of the problems with the grade in question.  The chair will seek to resolve the situation between the instructor and student and provide a written statement of the resolution to the student and faculty member within 10 working days using the Graduate Appeal Form.

3. If the student finds the outcomes stated by the chair unacceptable, the appeal (with signatures of the instructor and chair) may be taken to the dean of the college/school in which the grade was received within 90 days following official final grade due date for the term.  The dean will seek to resolve the matter and provide a written statement of the results to the student, instructor, appropriate program director and chair within 10 working days, using the Graduate Appeal Form.

4. If the student finds the resolution of the school/college dean unacceptable, the appeal can be taken to the Dean of the School of Graduate Studies by **November 1 (fall) or April 1 (spring)** of the semester following the term in which the grade was received. The Dean of the Graduate School will take meritorious cases to the next meeting of the Graduate Appeals Committee (GAC) but may screen out unsubstantiated claims. Both the student and instructor will be allowed to address the committee.  The GAC will not re-evaluate the student’s work to determine whether it agrees with the professional judgment of the faculty member who assigned the grade but will consider the materials and presentation by the student and instructor. The GAC will make a decision concerning the appeal and notify the student, instructor, appropriate program director, chair, and school/college dean. The GAC decision is final and may not be appealed.

*As long as the student is in the appeal process, s/he will be allowed to continue taking courses.  If the student does not meet the above deadlines for an Appeal, the grade posted will determine the student’s status for continuing their graduate studies at UNCP.*