**MINUTES**

**Graduate Council Meeting**

Monday, November 16, 2015, 3:00 p.m.

UC Annex, Room 203

Present: **Nick Arena, Rebecca Bullard-Dillard, Ki Byung Chae, Sherry Edwards, Leah Fiorentino, Karen Helgeson, Ann Horton-Lopez, Roger Ladd, Larry Mabe, Lisa Mitchell, Robert Schneider, Kim Sellers, Samantha Simon, Jennifer Twaddell, Velinda Woriax**

Absent: **Irene Aiken, Scott Billingsley, Roger Guy, Rita Hagevik, Mary Klinikowski, Jose Rivera, Karen Stanley, Jeffrey Warren**

**Guest: Meredith Storms**

Ms. Debra Hill addressed the members prior to the meeting on recruitment efforts of the Graduate Office

**Call to Order**

Dr. Rebecca Bullard Dillard called the meeting to order at 3:10. The agenda was approved as amended by unanimous consent. The minutes of the October 19, 2015meeting were approved by unanimous consent.

**Graduate Studies Report**

* RBD mentioned that the 3- minute Thesis Committee still needed members to join Joe Sciulli, Joe West.
* The group further discussed adding +/- to graduate grading system but no decision was reached.

**Graduate Studies Proposal--** **Grade Appeals (revised-see appendix)**

A revised version with deadlines was added to the Grade Appeals process passed in October. Discussion ensued and the proposal was tabled.

**Graduate Course/Curriculum Proposals—**

**School of Business**, **MBA program**

* Add three, one-hour, 5-week electives which can be taken together in one semester (IVF so capable of being transmitted to other campuses
  + Accounting and Finance Dept.

ACC 5100 (1 hr) Accounting and Fraud in the STEM Business

FIN 5100 (1 hr) Ethical Issues in Finance

* + Department of Economics and Decision Science

ECN 5100 Economics of Information

**Announcements/Reminders**

* Announcements
* 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, 5:30 to 7:00 in UC Annex (set up at 5:00)
* Graduation Application Deadlines:

March 1 for fall 16 graduation

October 1 for spring 17 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 Meeting: Monday, January 25 (NOTE: 4th Monday), 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.*