Graduate Council
Mississippi State University

Number: 4  
Date: November 18, 2011  


1. Graduate Council Chair Dr. Juan Silva asked for a motion to approve the Graduate Council minutes of October 28, 2011.  
   
   Dr. Kathy Dooley made a motion to approve the minutes, seconded by Dr. Dan Reynolds. Graduate Council approved the October 28, 2011 minutes by acclamation.

2. University Committee on Courses and Curricula (UCCC)  

   No Report – UCCC met at the same time as Graduate Council  

   Ms. Sharon Nobles provided Graduate Council with a very brief update on Graduate CAPP. The Registrar’s Office is continuing to train departments to be able to utilize Graduate CAPP. The goal is to have every department trained and ready to use Graduate CAPP for graduate degree audits by May 2012 graduation.

3. Report from the Office of the Graduate School (OGS)  

   Dr. Louis D’Abramo, Dean of the Graduate School, presented the following report:

   • Position announcements – Office of the Graduate School  
     An advertisement to fill the vacant position of OGS Program Coordinator was posted earlier this week. I hope to have this position filled permanently by no later than December 15.  
     
     The necessary documents to initiate the search for an Associate Dean of the Graduate School have been submitted. The position is currently filled as an interim appointment. The search should be announced during the first full week of December and I have request an internal search.

   • Applications, Admissions, Enrollment  
     For the spring 2012 term, applications are down 10.5% when compared to the same period last year. The proportionate decrease in applications from international students
exclusively is down by 17.9%. There is a complementary decrease in admissions with a 10.5% decrease overall. In concert with the application data, admission of international students is 24.5% less than what it was at the same time of last year. The number of domestic students admitted is 7.5% less than what it was last year at this time.

- **Fall 2011 Graduation**
  Currently, 290 graduate students are on track to graduate in fall 2011, consisting of 224 master's, 7 educational specialists, and 59 Ph.D. degrees. The deadline for final submission of theses and dissertations to the library is December 2.

One commencement ceremony for all colleges is scheduled for Friday, December 9 at 7 p.m. in Humphrey Coliseum.

- **Graduate Recruitment Assistance Grants (GRAGs)**
  The total number of applications submitted for funds for the 2011-2012 period was 18. All applications were reviewed in light of the detailed requirements and preferences. The total amount requested exceeded the amount budgeted. Given the high quality of most of the proposals, combined with the desire to fund along a good cross section of departments and colleges, several recruiting projects were funded at somewhat less than what was requested. A total of $24,550 was awarded to 17 departments representing 5 colleges.

- **Graduate Teaching Assistantship (GTA) Orientation; Classroom Certification**
  The Graduate Teaching Assistantship Orientation is scheduled for January 4, 2012 and the Classroom Certification is scheduled for January 5, 2012. New graduate student orientation is scheduled for January 6, 2012. An electronic sign up for those students who are planning to serve as graduate teaching assistants is now available through the OGS website. Please note that a departmental representative is responsible for signing up the students. Names should be submitted by no later than December 14, 2011 so that OGS can accordingly schedule a location and plan for resources to accommodate the students.

- **Bulletin of the Graduate School**
  The 2011/2012 Bulletin of the Graduate School has been distributed to all departments and units that submitted requests. CD copies are available in the OGS for distribution to students and for recruiting efforts during the academic year.

- **Graduate Faculty**
  Lists of graduate faculty whose terms expire June 30, 2012 have been sent to their respective departments. Either renewal, a change in level, or removal needs to be designated for each appointment and this information should be promptly returned to the Office of the Graduate School.

- **National Black Graduate Student Association**
  At a recent meeting of the National Black Graduate Student Association, a total of 52 graduate and undergraduate students from all majors, mostly from STEM, sociology,
instructional technology, and business, attended. Dr. K.C. Morrison spoke about how to survive and excel as a graduate student. Dr. Melvin Ray spoke about participating in research at both the graduate and undergraduate level. Dr. Karen Coats discussed the teaching, research, and service missions as well why students should pursue graduate education. Sponsors were Dr. Todd Shaw from USC, and Dr. Tommy Stevenson, Mrs. Maria White, Mrs. Angela Verdell, and Dr. Beatrice Tatem, all from MSU.

- **Application to Graduate School**
The new application is still in the process of development.

- **Prospective students: Unclassified status and letters of recommendation**
Under prospective students on the OGS website, information about unclassified status has been revised for clarification purposes. Another change effected is that all requests for recommendations will be sent to designated references electronically and likewise submitted by references electronically. In the past, some recommendation forms were printed and provided, and recommendations were written submissions.

4. **Report from Graduate Student Association (GSA)**

GSA Vice President Vemitra White presented the following report:

GSA had 32 students attend their last meeting on November 10 at McCool Hall. Mr. James Orr from the Honors Code Office was the guest speaker. Following the meeting, about 30 students met at the Veranda for fellowship and social gathering. GSA is currently planning events for next year and setting dates.

1. **Old Business**

a) **Subcommittee Report Dual Degree Status/Sharing of Hours (Monts – Handout)**

Subcommittee Chair Dr. David Monts presented the handout that was disseminated via email prior to the meeting.

At the August 26, 2011 Graduate Council meeting, a subcommittee was formed to consider the sharing of graduate course credit between graduate programs. The current MSU graduate policy is explicit for the case of two consecutive master’s degree programs but does not address other situations. In response to concerns expressed at the September 23, 2011 Graduate Council meeting that each degree program needs to explicitly have the freedom to accept or decline requests for sharing of graduate credit, the following revised summary was submitted for Graduate Council approval:

“Provided approval is granted by the student’s committee or department, a maximum of 9 hours of graduate course credit previously earned can count on the Programs of Study of no more than two graduate degrees, both degrees granted by MSU, or one degree granted by MSU and the other degree granted by another institution.”
These graduate credit hours may originate from

- a different MSU graduate degree program,
- what was earned under unclassified graduate student status at MSU,
- another university,
- or any combination of these.”

Dr. Monts made a motion to accept the change to the sharing of hours/dual degree policy for as presented by the subcommittee. Dr. David Lewis seconded the motion.

A lengthy discussion followed. It was determined that this policy allows flexibility for graduate students when it comes to sharing of hours. At the same time, this policy prevents students from applying more than 9 credit hours toward a master’s degree program. Currently, a student can, with approval of the department or graduate committee, count 9 hours in unclassified status toward a master’s and then transfer in 9 hours from another institution for a total of 18 credit hours. This new policy will eliminate this scenario. Under the new policy, up to nine hours can be “shared” between degree programs on the program of study with prior approval by the student’s committee or department.

Graduate Council voted and the new sharing of hours/dual degree policy was passed by a vote of 7 to 3 and one abstention.

b) Subcommittee Report Graduate Admission Fee (Reynolds)

Subcommittee Chair Dr. Dan Reynolds stated that an increase of $20 to the current $40 graduate application fee was in line with fees charged at comparable institutions and well warranted.

Dr. Reynolds made a motion to increase the graduate application fee to $60. The motion was seconded by Dr. Monts.

Discussion followed regarding how the extra revenue may be used by the Graduate School. The question arose when the policy will become effective.

Dr. Reynolds made an amendment to the motion on the table to make the graduation application fee increase to $60 effective July 1, 2012. Dr. Lara Dodds seconded the amendment to the motion.

Graduate Council voted and the graduate application fee increase to $60 with an effective date of July 1, 2012 was approved by acclamation.

2. New Business

a) Honor Code/Graduate Students (Coats)
Dr. Karen Coats stated that she is currently serving as a representative of the Graduate School on a special committee to revise the Honor Code. The committee is charged to draft an AOP for the Honor Code. She stated that the Office of the Graduate School feels very strongly that we should be looking at a zero tolerance policy for graduate student violations. Dr. Coats will be making a recommendation to the committee to that effect. She invited Graduate Council members to advise her of any concerns or issues in regard to the Honors Code and volunteered to bring those issues and concerns to the committee.

b) Standards for Preparing Theses and Dissertations (D’Abramo)

Dr. D’Abramo stated he was approached by representatives from the Office of Thesis and Dissertation Format Review in the Library with a request to modify the current Standards for Preparing Thesis and Dissertations. One major change would be the acceptance of electronic signatures on the title page.

Dr. Silva asked that a subcommittee be formed to review the proposed changes and asked for volunteers to serve. Dr. Dwight Hare volunteered to serve as chair while Drs. Reynolds and Silva agreed to serve as committee members.

Meeting adjourned at 2:42 p.m.

The date for the next Graduate Council meeting has been set for Friday, December 9, 2011, at 1:30 p.m. in 611 Allen Hall. If no pressing issues are presented, this meeting will be canceled and Graduate Council members will be notified via email.
At the August 26, 2011 Graduate Council meeting, a subcommittee was formed to consider the sharing of graduate course credit between graduate programs. The current MSU graduate policy is explicit for the case of two master’s degree programs, but does not address other situations. In response to concerns expressed at the September 23, 2011 Graduate Council meeting that each degree program needs to explicitly have the freedom to accept or decline requests for sharing of graduate credit, our subcommittee wishes to submit the revised summary wording below:

“Provided approval is granted by the student’s committee or department, a maximum of 9 hours of graduate course credit can count on the Programs of Study of no more than two graduate degrees, both degrees granted by MSU, or one degree granted by MSU and the other degree granted by another institution. Irrespective of when the credit was earned, these graduate credit hours may originate from

- a different MSU graduate degree program,
- credits earned in unclassified graduate student status at MSU,
- another university,
- or any combination of these.”

Specifically, the subcommittee recommends the following changes to the following sections of the MSU Graduate Bulletin where deletions are indicated by red font and insertions by green font:
Concurrent (dual) degrees, pp. 17 and 51 (BGS 2011-2012): Currently reads:

“An applicant may apply and be admitted to be in more than one degree program concurrently. This requires prior approval of each department. If the student is approved to pursue two same-level degrees (master’s or doctoral) concurrently at MSU, no more than 9 hours of coursework from one degree program may be applied toward meeting the requirements for the second degree. This policy only applies to same-level degrees: master’s program courses cannot be applied to a doctoral program of study, nor can doctoral courses be applied to a master’s program.”

Concurrent (dual) degrees, pp. 17 and 51 (BGS 2011-2012): Proposed wording:

“An applicant may apply and be admitted to more than one MSU degree program concurrently. This requires prior approval of each department. If the student is approved to pursue two degrees concurrently at MSU, no more than 9 hours of coursework from one degree program may be applied (with approval by the student’s second committee or department) toward meeting the Program of Study requirements for the second degree. The student will complete a Concurrent Degree form, indicating which program is the primary curriculum and which is the secondary curriculum.

Programs of Study for General Graduate School Requirements section, p. 52 (BGS 2011-2012): Currently reads:

Using the Bulletin of the Graduate School for the academic year of admission, the student must complete with his/her graduate committee a program of study consisting of all courses required for degree completion according to the University-approved requirements and the program requirements. Refer to the specific degree section for Graduate School requirements as well as the department/program requirements. The student and the committee also identify research skill requirements and/or other requirements for degree completion. No audited course, undergraduate course, or course used in a previous degree program can be included on a graduate program of study.

Programs of Study for General Graduate School Requirements section, p. 52 (BGS 2011-2012): Proposed wording:

Using the Bulletin of the Graduate School for the academic year of admission, the student must complete with his/her graduate committee a program of study consisting of all courses required for degree completion according to the University-approved requirements and the program requirements. Refer to the specific degree section for Graduate School requirements as well as the department/program requirements. The student and the committee also identify research skill requirements and/or other requirements for degree completion. No audited course or undergraduate course can be included on a graduate program of study. Provided approval is granted by the student’s committee or department, a maximum of 9 hours of graduate course credit can count on the Programs of Study of no more than two graduate degrees, both
For Master Degree Program of Study Requirements section, pp. 58-59 (BGS 2011-2012): Currently reads:

The student must complete with his/her graduate committee a program of study form consisting of all courses required for degree completion according to the University-approved requirements and to the program requirements in the Bulletin of the Graduate School for the academic year the student is admitted and begins the program. The student and the committee must also identify research skill requirements and/or other requirements for degree completion. The form is submitted to the Office of the Graduate School by the semester the student applies for graduation.

A minimum of 30 semester hours of graduate study is required in all master’s degree programs.

* In the thesis option, the program of study must contain at least 24 hours of graduate coursework and 6 hours of research/thesis. One-half of the coursework must be at the 8000 level or higher. No audited course or undergraduate course can be included on a graduate program of study.

* In the non-thesis option, the program of study consists of a minimum of 30 hours of degrees granted by MSU, or one degree granted by MSU and the other degree granted by another institution. Irrespective of when the credit was earned, these graduate credit hours may originate from
  • a different MSU graduate degree program,
  • credits earned in unclassified graduate student status at MSU,
  • another university,
  • or any combination of these.

For Master Degree Program of Study Requirements section, pp. 58-59 (BGS 2011-2012): Proposed wording:

The student must complete with his/her graduate committee a program of study form consisting of all courses required for degree completion according to the University-approved requirements and to the program requirements in the Bulletin of the Graduate School for the academic year the student is admitted and begins the program. The student and the committee must also identify research skill requirements and/or other requirements for degree completion. The form is submitted to the Office of the Graduate School by the semester the student applies for graduation.

A minimum of 30 semester hours of graduate study is required in all master’s degree programs.

* In the thesis option, the program of study must contain at least 24 hours of graduate coursework and 6 hours of research/thesis. One-half of the coursework must be at the 8000 level or higher. No audited course or undergraduate course can be included on a graduate program of study.

* In the non-thesis option, the program of study consists of a minimum of 30 hours of
coursework. At least 15 hours are at the 8000 level or higher (per Graduate Council, April 2004).

* A maximum of 6 Directed Individual Study (DIS) hours may be included on a coursework. At least 15 hours are at the 8000 level or higher (per Graduate Council, April 2004).

* In the non-thesis option, the program of study consists of a minimum of 30 hours of coursework. At least 15 hours are at the 8000 level or higher (per Graduate Council, April 2004).

* A maximum of 6 Directed Individual Study (DIS) hours may be included on a program of study. DIS courses, numbered 7000, may be used to meet the 8000-level course requirement.

* Provided approval is granted by the student’s committee or department, a maximum of 9 hours of graduate course credit can count on the Programs of Study of no more than two graduate degrees. Irrespective of when the credit was earned, these graduate credit hours may originate from
  - a different MSU graduate degree program,
  - credits earned in unclassified graduate student status at MSU,
  - another university,
  - or any combination of these.

* For master degree programs requiring more than 40 hours, up to 30% of graduate course credit requirements can be transferred from another institution to be included on the Program of Study. Prior approval by the student’s committee or department is required.

For Educational Specialist Program of Study section, p. 61 (BGS 2011-2012): Current wording:

The program of study form must be submitted to the Office of the Graduate School the semester in which the student applies for graduation.

For Educational Specialist Program of Study section, p. 61 (BGS 2011-2012): Proposed wording:

The program of study form must be submitted to the Office of the Graduate School the semester in which the student applies for graduation.
The educational specialist degree is available with a major in Education. Concentrations are available in:
- Counselor Education
- Education-Technology
- Elementary Education
- Secondary Education
- School Administration
- School Psychology
- Special Education

No audited course, undergraduate course, or course used in a previous degree program can be included on the Ed.S. program of study. If a course taken in a previous program fulfills requirements for the educational specialist degree, the course(s) should be listed on the program of study attachment form (http://www.grad.msstate.edu/forms/pdf_forms/grad_prog_of_study_attach_ed.pdf). The program of study will list no fewer than 30 credit hours.

Provided approval is granted by the student’s committee or department, a maximum of 9 hours of graduate course credit can count toward meeting the requirements of no more than two graduate degrees. Irrespective of when the credit was earned, these graduate credit hours may originate from:
- a different MSU graduate degree program,
- credits earned in unclassified graduate student status at MSU,
- another university,
- or any combination of these.
For Doctoral Program of Study section, p. 65 (BGS 2011-2012): Currently reads:

Coursework on the student’s program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded. A program of study form must be submitted to the Office of the Graduate School when the preliminary/comprehensive examination is scheduled.

No audited course, undergraduate course, or course used in a previous degree program can be included on the Ph.D. program of study. If a course from a previous program fulfills a requirement for the Ph.D. philosophy degree, this course(s) should be listed on the Attachment to Program of Study form (http://www.grad.msstate.edu/forms/pdf_forms/grad_prog_of_study_attach_doc.pdf).

For Doctoral Program of Study section, p. 65 (BGS 2011-2012): Proposed wording:

Coursework on the student’s program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded. A program of study form must be submitted to the Office of the Graduate School when the preliminary/comprehensive examination is scheduled.

For doctoral degrees, up to one-half of graduate course credit requirements can be transferred from another institution to appear on the degree’s Program of Study and/or Program of Study Attachment form provided that approval is granted by the student’s committee or department.

No audited course or undergraduate course can be included on the Ph.D. Program of Study. If a course from a previous program fulfills a requirement for the Ph.D. degree, this course(s) should be listed on the Program of Study Attachment form (http://www.grad.msstate.edu/forms/pdf_forms/grad_prog_of_study_attach_doc.pdf).

Provided approval is granted by the student’s committee or department, a maximum of 9 hours of MSU graduate course credit can count toward meeting the requirements of no more than two graduate degrees. Irrespective of when the credit was earned, these MSU graduate credit hours may originate from

- a different MSU graduate degree program,
- credits earned in unclassified graduate student status at MSU,
- or any combination of these.
At least three academic years beyond the bachelor’s degree or a minimum of 90 semester hours beyond the bachelor’s degree are necessary to meet the requirements for the Doctor of Education degree. Coursework on the program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded.

No audited course, undergraduate course, or course used in a previous degree program can be included on the Ed.D. program of study.

For doctoral degrees, up to one-half of graduate course credit requirements can be transferred from another institution to appear on the degree’s Program of Study and/or Program of Study Attachment form provided that approval is granted by the student’s committee or department.

For doctoral degrees, the Graduate Program of Study Attachment Sheet is used to list course credit relevant to degree requirements, but not listed on the Program of Study. The Attachment Sheet is not considered part of the Program of Study. The Attachment Sheet is submitted to the Graduate School with the Program of Study and is modified by the same procedures as the Program of Study. Provided approval is granted by the student’s committee or department, a maximum of 9 hours of MSU graduate course credit that were earned at MSU can count toward meeting the requirements of no more than two graduate degrees. Irrespective of when the credit was earned, these MSU graduate credit hours may originate from
• a different MSU graduate degree program,
• credits earned in unclassified graduate student status at MSU,
• or any combination of these