GRADUATE COMMITTEE MINUTES

03/16/15

Doctoral Supervisory Committee change petition

Doctoral students who want to change their supervisory committee after they’ve been admitted to candidacy must petition the Graduate Committee for permission.

A petition from a doctoral student who wished to replace her external member, post-qualifying exam, was reviewed today.

**MOTION**: Goodman moved to accept the change in the doctoral committee, Rodgers seconded, the motion passed unanimously.

Clarification of 4-year to degree rule

The committee members confirmed that as discussed at an earlier meeting (1-26-15), students will be allowed a maximum of four years from the time they start the Ph.D. program until they take the qualifying exams. Students have five calendar years after the qualifying exam to finish the degree or the qualifying exam must be repeated.

Process for MA specialization discussion

Treise distributed a form to be used in the creation of new MAMC specializations.

Process Steps—

1. A proposal for a new specialization begins with an individual or group meeting with the **College Graduate Dean and Executive Associate Dean** for preliminary review and approval. If program is offered via distance preliminary review also obtained with the Distance Director. This preliminary conversation is meant to ensure there is institutional support for the program. It also allows the proposer to modify the scope and/or direction of a new proposal in response to early feedback, if warranted.
2. **Department—if originating in a department** (Approval is required from the Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.)
3. **Graduate Committee**
4. **Graduate Faculty**
5. University Notification
6. Syllabus and course creation

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After discussion, it was agreed to add the following as #3 and renumber the remaining items for a total of seven items.

**New #3 Department Chair if not for a specific department** (for example Science Health or International Comm)

**MOTION:** Goodman moved to accept the new process for creating a new MAMC specialization with the change to #3. Kelleher seconded, the motion passed unanimously.

ATTENDING: Treise, Goodman, Kelleher, Molleda, Ostroff, Rodgers, Schmittel, Selepak, Spiker, and Hedge.