

**Graduate Executive Committee
November 11, 2016
Minutes**

Attendees:

Voting Members: Sandy Berry-Lowe, Linda Button, Jonathan Caudill, Craig Elder, Leilani Feliciano, Jeff Ferguson, David Havlick, Christina Jimenez, Rory Lewis, Karen Livesey, Al Schoffstall, Jeff Spicher, Joe Wehrman, Patty Witkowsky

Nonvoting Members: Kyle Gruenhagen, Kelli Klebe, Ron Koch, Jose Mora, Whitney Porter

• **Appeals Process**

- Review of old process and proposed amendments
- Committee unanimously approved (16-0 with no abstentions) to replace Article I F. and Article VI A and B with the following.

Article I. Section F: Committees of the Graduate Executive Committee

The Student Affairs Committee is a four-member subcommittee of members from the Graduate Executive Committee and one student representative appointed by the Graduate School Dean (5 members total). This committee is responsible for hearing student issues and appeals. The Student Affairs Committee will not accept appeals concerning grades or program admission decisions. The committee meets as needed.

ARTICLE VI: GRADUATE STUDENT APPEALS

Section A: Final Responsibility

1. All appeals regarding course grades or admission decisions shall follow the procedures established by the school/college in which the course was taken or the admission decision was rendered.
2. Final authority on appeals submitted by graduate students concerning actions (other than grading or admissions decisions) taken by faculty members, program directors, academic college/school or graduate dean, or other administrative officials, rests with the Student Appeals Committee. If an appeal involves a matter affecting two or more University of Colorado campuses, the final action rests with the Provost and Executive Vice Chancellor of Academic Affairs.

Section B: Student Appeal Procedures

The procedures for a student appeal to the Graduate School Dean and the Graduate Executive Committee are:

1. An appeal will be officially accepted from a student only after it has been determined that the student has exhausted the appeals process in effect in the program, department, school, and college. If the appeal is for a graduate school decision, the provost will appoint a member of the GEC to hear initial appeal and to call the Student Appeals Committee together.
2. If a resolution to the problem identified in the student's appeal cannot be reached on the department or unit level, the student may submit a written appeal to the Graduate School Dean. The written appeal must describe in detail the basis in fact for the opinion that the student has



been treated unfairly academically and must describe actions taken to resolve the problem at the departmental level.

3. Upon receipt of a written appeal from a student, the Graduate School Dean will contact the appropriate departmental officer to get a response to the questions or objections raised by the student. In some cases, a written response from the department may be requested. The response and appeal is then sent to the Student Affairs Committee of the Graduate Executive Committee. This committee makes a decision in the case. The decision from the Student Appeals Committee is final.

- **Administrative Leave of Absence (see policy below)**

- Discussed adding Administrative Leave of Absence to general Leave of Absence policy.
- Discussion focused more on the general student leave of absence process. Kelli reminded the committee that this process has already been voted on and approved. Concerns expressed about students on probation and need to take medical leave or military leave. Will reword and bring back to GEC.
- Requested to add spouse of military person who is placed on active duty.
- Administrative leave track should include language that expresses a program's interest to ask a student to leave based upon professional conduct and behavior rather than academic performance.
- Will discuss again in December.

- **Role and make-up of GEC**

- Programs with changing representation at each meeting may create difficulties in discussion and voting (no continuity of the discussion).
- Handout provided of current members/programs. Will discuss at next meeting who should be voting members. (See below)
- Discussed possibility of including "special" designated faculty members in the GEC
- GEC requested that the number of students and faculty per program be listed for discussion in December.

- **Comprehensive examination discussion**

- This was not discussed at this meeting. It will be discussed in December.

Upcoming Events:

Friday, January 13th: International Check-in and Welcome, for all new international student:
9am-4pm

Friday January 20th: New Graduate Student Welcome with the Graduate Student Association,
Location TBD, 5:00-7pm

Upcoming GEC meetings:

Fall 2016 GEC Meetings (10:00-11:30; Dwire 204)
December 9

Spring 2017 GEC Meetings (10:00-11:30; locations Dwire 204)

February 10; March 10; April 14; May 5 (A week early due to commencement conflict)

Leave of Absence Processes

Eligibility Criteria

- Student cannot be on academic probation
- Must have a minimum GPA of 3.0
- Any student ordered to active duty or to state/national emergency relief is eligible.
- Have completed at least one semester in the graduate degree program where leave of absence is being requested.

I. Student Requested Leave of Absence

1. Student initiates request by completing the electronic leave of absence request form and submits form electronically to program.
2. Program processes and approves request following college/school rules for such requests, and submits to graduate school.
3. Graduate school processes and approves request if all eligibility requirements are met.
 - a. Submit form to Office of the Registrar.
 - b. Records will inform IT to maintain student portal access.
4. Records will place a LOA indicator on the student's program/plan within CU-SIS to inactivate the program. The effective date of the Leave of Absence will be the first day of the first term the leave of absence begins. Records will also disable the student from registering for any future terms by deleting future term activations.
5. Records will inform Financial Aid of the leave of absence to ensure Financial Aid records are updated accordingly (if applicable).

II. Administrative Leave of Absence

1. The program may place a student on leave of absence if a student is not making adequate progress and needs time or remediation to meet program requirements. Programs must provide a letter in writing to the student about reasons for placing a student on administrative leave of absence and state the conditions and timeline for returning. The leave of absence is not an alternative to probation.
2. The program completes a leave of absence form and submits the form and a copy of the letter provided to the student to the graduate school.
3. Graduate school processes and approves request if all eligibility requirements are met.
 - a. Submit form to Office of the Registrar
 - b. Records will inform IT to maintain student portal access
4. Records will place a LOA indicator on the student's program/plan within CU-SIS to inactivate the program. The effective date of the Leave of Absence will be the first day of the first term the leave of absence begins. Records will also disable the student from registering for any future terms by deleting future term activations.
5. Records will inform Financial Aid of the leave of absence to ensure Financial Aid records are updated accordingly (if applicable).

6. Students may appeal an administrative leave of absence by first following the program and college or school procedures and then following the graduate school appeal procedures.
- III. Returning from Leave of Absence (Student requested or administrative leave)
1. Student must contact their program and request that the leave of absence be rescinded and the student be allowed to continue the program.
 - a. Student must meet departmental deadlines for requesting return to ensure adequate space is available in cohort courses. If administrative leave, student must document that conditions for returning have been met, as applicable.
 - b. If it has been more than one year since the last term the student was enrolled, a new tuition classification form must be completed and submitted to Office of the Registrar. The Tuition Classification Form can be found at www.uccs.edu/registrar under Student Forms (<http://www.uccs.edu/Documents/admrec/TuitionClassificationForm.pdf>). The student's residency status will be reevaluated upon reentry to the university.
 2. Program will inform the graduate school of the student's return and term they will return. This can be done via email.
 3. The graduate school will submit a request to Records to remove the LOA status. Tuition Classification Form should be included with this request if not previously received by the Office of the Registrar
 - a. Once a Request is received from the graduate school, the Registrar's office will activate the students program/plan with an action reason of "Return from Leave of Absence." The Registrar's office will make the student eligible to enroll. If a Tuition Classification Form has not been received then the student's residency status will be classified as "Under Review" which equates to non-resident/out of state tuition rates until received.
 4. The student can continue with the program.

Leave of Absence Policy for Graduate School Policy and Procedures Handbook

If a student needs to take a leave of absence for longer than one semester, the student will need to request a leave of absence from the program. A leave of absence may occur for one year (3 continuous semesters including summer). Programs may have shorter stop out periods. Students may request consecutive leaves but after two years the student will need to reapply to the program to determine if they are still eligible to return to the program.

A program may also place a student on an administrative leave of absence if student is not making satisfactory academic progress in the program. An administrative leave of absence

cannot be used in place of academic probation. The program may request that students meet certain conditions prior to returning.

At readmission from a student-requested leave of absence or an administrative leave of absence, a program may ask students to complete any new program requirements since original application. During the leave period, the progression clock remains active. That is, students will need to complete a master's degree within six years or a doctoral degree within seven years from the original admission into the program. The student and program may still request an extension within the limits of the graduate school and program rules. Once a leave of absence has been approved by the program, the program director should notify the graduate school. The graduate school will work with the appropriate campus offices to put a stop on enrollment and financial aid for that student, until the time they decide to come back. To remove the holds, the program will need to inform the graduate school that the student has restarted the program.

College/ School	Department	Degree	Program	Contact
Beth-El	Health Sciences	MSc	Athletic Training (MSc)	Amanda Elder
Beth-El	Health Sciences	MSc	Strength & Conditioning (MSc)	Craig Elder
Beth-El	Health Sciences	MSc	Sport Nutrition (MSc)	Margaret Harris
Beth-El	Health Sciences	MSc	Health Promotion (MSc)	Craig Elder
Beth-El	Nursing	MSN	Master of Science in Nursing (MSN)	Amy Silva-Smith
Beth-El	Nursing	DNP	Doctorate of Nursing Practice (DNP)	Amy Silva-Smith
COB	Accounting	MSA	Accounting (MSA)	Brian McAllister
COB	Business Administration	MBA	Business Administration (MBA)	Jeff Ferguson
COE	Counseling Human Services	MA	Clinical Mental Health	Rhonda Williams
COE	Counseling Human Services	MA	School Counseling (MA)	Rhonda Williams
COE	Counseling Human Services	MA	Counseling and Leadership: Air Force Officer Command	James Saunders
COE	Leadership/Research/Found.	MA	Leadership SAHE (MA)	Sylvia Mendez
COE	Leadership/Research/Found.	PhD	Leadership (PhD)	Sylvia Mendez
COE	Leadership/Research/Found.	PhD	Leadership (Licensures)	Sylvia Mendez
COE	Teaching & Learning	MA	Curriculum & Instruction: Literacy	Leslie Grant
COE	Teaching & Learning	MA	Curriculum & Instruction: General, Licensures	Leslie Grant
COE	Teaching & Learning	MSc	Science Teaching	Mark Malone
COE	Teaching & Learning	MA	Science Education	Mark Malone
COE	Teaching & Learning	MA	TESOL	Leslie Grant
COE	Teaching & Learning	MA	Special Education (MA)	Christi Kasa
EAS	Computer Science	PhD	Computer Science (PhD)	Terry Boulton
EAS	Computer Science	MS	Computer Science (MS)	R. Lewis
EAS	Computer Science	MS	Computer Science: Games & Media Integration (MS)	S.K. Semwal
EAS	Computer Science	PhD	Security (PhD)	Edward Chow
EAS	Computer Science	ME	Information Assurance (ME)	Edward Chow
EAS	Computer Science	ME	Software Engineering (ME)	Kristen Walcott-Justice
EAS	EAS Online	ME	Engineering Management (ME)	Chris Nelson
EAS	EAS Online	ME	Energy Engineering (ME)	Chris Nelson
EAS	EAS Online	ME	Space Operations (ME)	Chris Nelson
EAS	EAS Online	ME	Systems Engineering (ME)	Chris Nelson
EAS	Electrical/Computer Eng.	MS	Electrical Engineering (MS)	T.S. Kalkur
EAS	Electrical/Computer Eng.	PhD	Electrical Engineering (PhD)	T.S. Kalkur
EAS	Mechanical/Aerospace Eng.	PhD	Mechanical Engineering (PhD)	Steven Tragesser
EAS	Mechanical/Aerospace Eng.	MS	Mechanical Engineering (MS)	Steven Tragesser
LAS	Biology	MSc	Biology: All Options (MSc)	Sandy Berry-Lowe

College/School	Department	Degree	Program	Contact
LAS	Chemistry/Biochemistry	MSc	Biochemistry (MSc)	Allen Schoffstall
LAS	Chemistry/Biochemistry	MSc	Chemistry (MSc)	Allen Schoffstall
LAS	Communication	MA	Communication (MA)	Chris Bell
LAS	Geography & Env. Sci.	MA	Applied Geography (MA)	David Havlick
LAS	History	MA	History (MA)	Christina Jimenez
LAS	Mathematics	MS	Applied Mathematics (MS)	Sarbarish Chakravarty
LAS	Mathematics	PhD	Applied Science: Mathematics (PhD)	Sarbarish Chakravarty
LAS	Mathematics	MSc	Mathematics (MSc)	Sarbarish Chakravarty
LAS	Physics	PhD	Applied Science: Physics (PhD)	Robert Camley
LAS	Physics	MSc	Physics (MSc)	Robert Camley
LAS	Psychology	MA	Psychological Science (MA)	Edith Greene
LAS	Psychology	MA	Clinical (MA)	Brandon Gavett
LAS	Psychology	PhD	Geropsychology (PhD)	Leilani Feliciano
LAS	Psychology	PhD	Clinical - Trauma (PhD)	Chip Benight
LAS	Sociology	MA	Sociology (MA)	Edwardo Portillos
SPA	Criminal Justice	MJC	Criminal Justice (MCJ)	Jonathan Caudill
SPA	Public Administration	MPA	Public Administration (MPA)	Don Klingner
SPA	Public Administration	MPA	Dual MPA/MCJ	Don Klingner

<u>College/School Department</u>	<u>Number Programs</u>
Beth-EI	6
Health Sciences	4
Nursing	2
COB	2
Accounting	1
Business Administration	1
COE	12
Counseling Human Services	3
Leadership/Research/Found.	3
Teaching & Learning	6
EAS	14
Computer Science	6
EAS Online	4
Electrical/Computer Engineering	2
Mechanical/Aerospace	2

LAS	16
Biology	1
Chemistry/Biochemistry	2
Communication	1
Geography	1
History	1
Mathematics	3
Physics	2
Psychology	4
Sociology	1
SPA	3
Criminal Justice	1
Public Administration	2
Grand Total	53