

GRADUATE COUNCIL REPORT TO THE UNIVERSITY SENATE

DATE: August 2013

FROM: The Graduate School

The Graduate Council submits the following items from the **May 9, 2013** meeting for consideration.

Consent Items:

- I. Suspend a Course
SOCL 520 Professional Research and Writing in Sociology
- II. Delete a Course
SOCL 430G Penology
SOCL 432G Sociology of Criminal Law
SOCL 433G Community Corrections
- III. Reactivate a Suspended Course
SOCL 434G Organized Crime

Action Items:

- I. Revise a Program
441 Autism Spectrum Disorders Certificate
059 Master of Science in Chemistry
051 Master of Public Administration
- II. Revise a Policy
Graduate Student Probation and Dismissal
Evaluation and Orientation of Student Teaching Assistants (1.3070)

Proposal Date: 3/5/13

**Potter College of Arts & Letters
Department of Sociology
Proposal to Suspend a Course
(Consent Item)**

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:

- 1.1 Current course prefix (subject area) and number: SOCL 520
- 1.2 Course title: Professional Research and Writing in Sociology
- 1.3 Credit hours: 3

2. Rationale for the course suspension:

The department has no plans to offer this course in the near future.

3. Effect of course suspension on programs or other departments, if known:

No effect on sociology program or other programs at WKU.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:

Sociology Department: March 22, 2013

PCAL Curriculum Committee April 4, 2013

Graduate Council May 9, 2013

University Senate _____

Attachment: Course Inventory Form

Proposal Date: 3/5/13

**Potter College of Arts & Letters
Department of Sociology
Proposal to Delete a Course
(Consent Item)**

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:

- 1.1 Current course prefix (subject area) and number: SOCL 430G
- 1.2 Course title: Penology
- 1.3 Credit hours: 3

2. Rationale for the course deletion: Course has been suspended. Graduate students now take penology as SOCL 530.

3. Effect of course deletion on programs or other departments, if known: None.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:

Sociology Department: March 22, 2013

PCAL Curriculum Committee April 4, 2013

Graduate Council May 9, 2013

University Senate _____

Attachment: Course Inventory Form

Proposal Date: 3/5/13

**Potter College of Arts & Letters
Department of Sociology
Proposal to Delete a Course
(Consent Item)**

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:

- 1.1 Current course prefix (subject area) and number: SOCL 432G
- 1.2 Course title: Sociology of Criminal Law
- 1.3 Credit hours: 3

2. Rationale for the course deletion: Course has been suspended. Graduate students now study criminology and law in SOCL 533.

3. Effect of course deletion on programs or other departments, if known: None.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:

Sociology Department: March 22, 2013

PCAL Curriculum Committee April 4, 2013

Graduate Council May 9, 2013

University Senate _____

Attachment: Course Inventory Form

Proposal Date: 3/5/13

**Potter College of Arts & Letters
Department of Sociology
Proposal to Delete a Course
(Consent Item)**

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:

- 1.1 Current course prefix (subject area) and number: SOCL 433G
- 1.2 Course title: Community Corrections
- 1.3 Credit hours: 3

2. Rationale for the course deletion: Course has been suspended. Graduate students now study community corrections in SOCL 534.

3. Effect of course deletion on programs or other departments, if known: None.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:

Sociology Department: March 22, 2013

PCAL Curriculum Committee April 4, 2013

Graduate Council May 9, 2013

University Senate _____

Attachment: Course Inventory Form

Proposal Date: 3/5/2013

**Potter College of Arts & Letters
Department of Sociology
Proposal to Reactivate a Suspended Course
(Consent Item)**

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:

- 1.1 Current course prefix (subject area) and number: SOCL 434G
- 1.2 Course title: Organized Crime
- 1.3 Credit hours: 3

- 2. Rationale for the course reactivation:** The Sociology Department does not offer a course on organized crime at the graduate level for either the Sociology MA or the Criminology MA program. Reinstating the G component of this course enables Sociology and Criminology graduate students to study this area.

- 3. Effect of course reactivation on programs or other departments, if known:** None

- 4. Proposed term for implementation:** Fall 2014

5. Dates of prior committee approvals:

Sociology Department: March 22, 2013

PCAL Curriculum Committee April 4, 2013

Graduate Council May 9, 2013

University Senate _____

Attachment: Course Inventory Form

**College of Education and Behavioral Sciences
School of Teacher Education
Proposal to Revise A Program
(Action Item)**

Contact Person: Marty Boman, marty.boman@wku.edu 5-8833

1. Identification of program:

- 1.1 Current program reference number: 441
- 1.2 Current program title: Autism Spectrum Disorders (certificate)
- 1.3 Credit hours: 15

2. Identification of the proposed program changes:

- This proposal revision will allow students to be enrolled in a master's degree and the ASD certificate simultaneously.
- Change "School Psychology," to "Psychology" in the program narrative enrollment restrictions description.

3. Detailed program description:

<p>This 15-hour program prepares students to provide academic, social, behavioral, communication, sensory, and community services and information to individuals diagnosed with ASD and their families. Individuals who complete the program will be knowledgeable about the various disorders included in the spectrum of autism, characteristics, educational strategies, collaboration efforts, communication, and technology skills to be implemented with individuals with ASD.</p> <p>Enrollment in this program is restricted to post-master's students who have completed a degree in any of the following graduate programs: Education, Literacy, School Psychology, Communication Disorders, Social Work, Marriage and Family Therapy, Mental Health Counseling, Nursing, Public Health. It may also be appropriate for other post-master's individuals seeking to learn more about individuals who have been diagnosed with ASD. The program consists of 15 hours of required courses: SPED 610 (prerequisite for all other courses), 612, 615, 618, and 619. SPED 612 requires completion of a 3-hour practicum (comprising at least 120 hours) at an approved site in the field of autism. To enroll in the practicum the student must have completed SPED 610, and the internship site and supervisor must be approved by the program coordinator. The graduate Autism Spectrum Disorders certificate provides essential information regarding individuals diagnosed with ASD. Students examine research-based practices that have been identified for individuals with ASD as well as learn how to implement these strategies in the classroom and community. Practicum hours will be required.</p>	<p>This 15-hour program prepares students to provide academic, social, behavioral, communication, sensory, and community services and information to individuals diagnosed with ASD and their families. Individuals who complete the program will be knowledgeable about the various disorders included in the spectrum of autism, characteristics, educational strategies, collaboration efforts, communication, and technology skills to be implemented with individuals with ASD.</p> <p>Enrollment in this program is restricted to post-master's students who have completed a degree in any of the following graduate programs: Education, Literacy, School Psychology, Communication Disorders, Social Work, Marriage and Family Therapy, Mental Health Counseling, Nursing, Public Health, or students currently enrolled in any of these graduate programs. It may also be appropriate for other post-master's individuals seeking to learn more about individuals who have been diagnosed with ASD. The program consists of 15 hours of required courses: SPED 610 (prerequisite for all other courses), 612, 615, 618, and 619. SPED 612 requires completion of a 3-hour practicum (comprising at least 120 hours) at an approved site in the field of autism. To enroll in the practicum the student must have completed SPED 610, and the internship site and supervisor must be approved by the program coordinator. The graduate Autism Spectrum Disorders certificate provides essential information regarding individuals diagnosed with ASD. Students examine research-based practices that have been identified for individuals with ASD as well as learn how to implement these strategies in the classroom and community. Practicum hours will be required.</p>
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4. Rationale for the proposed program change:

- Concurrent enrollment in two programs was not previously permitted by Graduate Council policy but is now allowed. The proposed program change will allow students to seek a master's degree and the ASD certificate simultaneously, if desired.
- Other areas of Psychology, in addition to School Psychology, are involved in serving individuals with ASD and researching Autism Spectrum Disorders and have interest in this certificate program.

5. Proposed term for implementation and special provisions (if applicable): Fall 2013

6. Dates of prior committee approvals:

School of Teacher Education: _____ 3/22/2013 _____

CEBS Curriculum Committee _____ 4/2/2013 _____

Graduate Council _____ May 9, 2013 _____

University Senate _____

Proposal Date: February 11, 2013

**Ogden College of Science and Engineering
Department of Chemistry
Proposal to Revise a Program
(Action Item)**

Contact Person: Cathleen Webb, cathleen.webb@wku.edu, 745-3457

1. Identification of program:

- 1.4 Current program reference number: # 059
- 1.5 Current program title: Master of Science in Chemistry
- 1.6 Current Credit hours: 30 plus 3 credit hours of research tool

2. Identification of the proposed program changes:

- [1]. Reduce the current credit hour requirement to 30 which includes 3 hours of research tool.

3. Detailed program description:

Current program Description	Proposed program description
Admission Requirements In addition to Graduate Studies admission requirements, candidates for admission to this program must submit evidence of satisfactory completion of undergraduate curricula in chemistry. The Master of Science degree program in Chemistry has been designed around a core curriculum. In addition, a number of elective courses are offered in analytical, inorganic, and physical chemistry, and in biochemistry. This program offers a Master of Science in chemistry in Normal Thesis, and Research Intensive Thesis concentrations.	Admission Requirements In addition to Graduate Studies admission requirements, candidates for admission to this program must submit evidence of satisfactory completion of undergraduate curricula in chemistry. The Master of Science degree program in Chemistry has been designed around a core curriculum. In addition, a number of elective courses are offered in analytical, inorganic, and physical chemistry, and in biochemistry. This program offers a Master of Science in chemistry in Normal Thesis and Research Intensive Thesis concentrations.
Degree Requirements-30-33 hours	Degree Requirements-30-32 hours
Thesis Concentration All candidates are required to complete a minimum of 30 semester hours of graduate work. Students are required to complete 24 semester hours of course work and 6 hours of thesis research. Students who have completed 3 subject courses at the 500-level with a B average may elect to take CHEM 516 as part of the 24-hour course work requirement.	Thesis Concentration All candidates are required to complete a minimum of 30 semester hours of graduate work. Students are required to complete a minimum of 24 semester hours of course work and 6 hours of thesis research. Students who have completed 3 subject courses with a B average may elect to take CHEM 516 as part of the 24-credit course work requirement.
Required -12 hours Students must complete 4 out of 5 subject area requirements, and at least two of the courses must be at the 500-level: CHEM 435G Analytical Chemistry OR CHEM 531 Advanced Analytical Chemistry CHEM 446G Biochemistry OR CHEM 535 Analytical Biochemistry OR CHEM 562 Advanced Biochemistry CHEM 420G Inorganic Chemistry	Subject Courses-12 hours Students must complete 4 out of 5 subject area requirements, and at least two of the courses must be at the 500-level: CHEM 435G Analytical Chemistry OR CHEM 531 Advanced Analytical Chemistry CHEM 446G Biochemistry OR CHEM 535 Analytical Biochemistry OR CHEM 562 Advanced Biochemistry CHEM 420G Inorganic Chemistry

<p>OR CHEM 520 Advanced Inorganic Chemistry I CHEM 440G Organic Synthesis OR CHEM 541 Advanced Organic Chemistry II CHEM 452G Physical Chemistry OR CHEM 450G Physical Chemistry OR CHEM 550 Advanced Physical Chemistry I</p> <p><i>Investigation Course-3 hours</i> CHEM 580 Chemical Skills The student must review the current chemical literature on a selected topic approved by the course instructor, and prepare a written report.</p> <p><i>Required Seminar-2 hours</i> CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.</p> <p><i>Thesis-6 hours</i> CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head.</p> <p><i>Electives</i> Elective course work may be selected from among the content courses or other advisor approved chemistry courses.</p> <p><i>Thesis Concentration - Coal Chemistry Option</i> Thesis Requirements with the following courses must be incorporated in the concentration requirements: CHEM 490G Materials Chemistry CHEM 591 Coal Chemistry Laboratory</p> <p>Thesis Concentration - Biochemistry Option Thesis Requirements with the following courses must be incorporated in the concentration requirements: CHEM 446G Biochemistry CHEM 447G Biochemistry Laboratory CHEM 467G Biochemistry II CHEM 535 Analytical Biochemistry CHEM 562 Advanced Biochemistry</p> <p>Research Intensive Thesis Concentration Candidates are required to complete 33 semester hours of graduate work, including 17 hours of course work and 16 hours of research-related graduate work. Candidates must apply to the Department Graduate Committee in order to be considered for this concentration. As part of the concentration application, they must select a research advisor and meet with the committee to demonstrate they understand the</p>	<p>OR CHEM 520 Advanced Inorganic Chemistry I CHEM 440G Organic Synthesis OR CHEM 541 Advanced Organic Chemistry II CHEM 452G Physical Chemistry OR CHEM 450G Physical Chemistry OR CHEM 550 Advanced Physical Chemistry I</p> <p><i>Investigation Course-3 hours</i> CHEM 580 Chemical Skills The student must review the current chemical literature on a selected topic approved by the course instructor, and prepare a written report.</p> <p><i>Seminar-2 hours</i> CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.</p> <p><i>Thesis-6 hours</i> CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head.</p> <p><i>Electives</i> Elective course work may be selected from among the content courses or other advisor approved chemistry courses.</p> <p>Thesis Concentration -Coal Chemistry Option-32 hrs Thesis Requirements with the following courses incorporated to meet concentration requirements: CHEM 490G Materials Chemistry CHEM 591 Coal Chemistry Laboratory</p> <p>Thesis Concentration -Biochemistry Option-32 hrs Thesis Requirements with the following courses incorporated to meet the concentration requirements: CHEM 446G Biochemistry OR CHEM 535 Analytical Biochemistry OR CHEM 562 Advanced Biochemistry CHEM 447G Biochemistry Laboratory CHEM 467G Biochemistry II</p> <p>Research Intensive Thesis Concentration Candidates are required to complete 30 semester hours of graduate work, including 17 hours of course work and 13 hours of research-related graduate work. Candidates must apply to the Department Graduate Committee in order to be considered for this concentration. As part of the concentration application, they must select a research advisor and meet with the committee to demonstrate they understand the</p>
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<p>requirements for this concentration. The Committee must consider factors such as previous research experience of the student, publication record of the student, and the research advisor's publication record when determining if the student can pursue this concentration. The student and advisor must submit a progress report to the Committee by the end of the second semester. If the committee determines there is insufficient progress towards research and publication, the student will be moved to the normal thesis concentration. A student in the Research Intensive Thesis concentration may also opt to pursue the Thesis option at the end of the first or second semester after consulting with their research advisor.</p> <p>A student moving to the normal thesis option within the first or second semester should be able to complete the requirements for the normal thesis option within the standard two year period. A student who wishes to move to the normal option in the second year of graduate study must get permission from the Graduate Committee and will probably require an additional semester of coursework to complete the degree.</p> <p><i>Required -3 hours</i> Students must complete one of the following 500-level courses: CHEM 520 Advanced Inorganic Chemistry CHEM 531 Advanced Analytical Chemistry CHEM 535 Analytical Biochemistry CHEM 541 Advanced Organic Chemistry II CHEM 550 Advanced Physical Chemistry I CHEM 562 Advanced Biochemistry</p> <p><i>Required Seminar-2 hours</i> CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.</p> <p><i>Thesis-6 hours</i> CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head. Students in the Research Intensive Thesis concentration may opt to use their published papers as chapters in their thesis.</p> <p><i>Electives-3 hours</i> Only one elective course work may be selected from the subject courses or other appropriate chemistry courses approved by the student's graduate committee.</p> <p><i>Research Proposal-3 hours</i></p>	<p>requirements for this concentration. The Committee must consider factors such as previous research experience of the student, publication record of the student, and the research advisor's publication record when determining if the student can pursue this concentration. The student and advisor must submit a progress report to the Committee by the end of the second semester. If the committee determines there is insufficient progress towards research and publication, the student will be moved to the normal thesis concentration. A student in the Research Intensive Thesis concentration may also opt to pursue the Thesis option at the end of the first or second semester after consulting with their research advisor.</p> <p>A student moving to a thesis option within the first or second semester should be able to complete the requirements for the normal thesis option within the normal two year period. A student who wishes to move to the normal option in the second year of graduate study must get permission from the Graduate Committee and will probably require an additional semester of coursework to complete the degree.</p> <p>Subject Courses-3 hours Students must complete one of the following 500-level courses: CHEM 520 Advanced Inorganic Chemistry CHEM 531 Advanced Analytical Chemistry CHEM 535 Analytical Biochemistry CHEM 541 Advanced Organic Chemistry II CHEM 550 Advanced Physical Chemistry I CHEM 562 Advanced Biochemistry</p> <p><i>Seminar-2 hours</i> CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.</p> <p><i>Thesis-6 hours</i> CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head. Students in the Research Intensive Thesis concentration may opt to use their published papers as chapters in their thesis.</p> <p><i>Electives- 4 hours</i> Only one elective course work may be selected from the subject courses or other appropriate chemistry courses approved by the student's graduate committee.</p> <p><i>Research Proposal-3 hours</i></p>
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<p>CHEM 588 requires students to prepare a research proposal which must be presented to and approved by the student's research committee and one member of the Department Graduate Committee.</p> <p><i>Practicum Research Experience in Chemistry -10 hours</i> CHEM 596 r equirements are to be satisfied by conducting a research project under the direction of the student's research advisor. This course provides faculty-mentored research experiences and emphasizes skill based training for students. Bridging the gap between academic study and professional development, this course will help students to develop and enhance problem solving and communication skills. This course emphasizes mastery of advanced technical skills, independent of thesis research.</p> <p><i>Scientific Writing in Chemistry-6 hours</i> CHEM 595 requires students to prepare and submit two manuscripts based on their research to peer-reviewed journals under the guidance of the student's research committee. At least one paper must be accepted to receive credit and graduate.</p>	<p>CHEM 588 requires students to prepare a research proposal which must be presented to and approved by the student's research committee and one member of the Department Graduate Committee.</p> <p><i>Practicum Research Experience in Chemistry-6 hours</i> CHEM 596 r equirements are to be satisfied by conducting a research project under the direction of the student's research advisor. This course provides faculty-mentored research experiences and emphasizes skill based training for students. Bridging the gap between academic study and professional development, this course will help students to develop and enhance problem solving and communication skills. This course emphasizes mastery of advanced technical skills, independent of thesis research.</p> <p><i>Scientific Writing in Chemistry-6 hours</i> CHEM 595 requires students to prepare and submit two manuscripts based on their research to peer-reviewed journals under the guidance of the student's research committee. At least one paper must be accepted to receive credit and graduate.</p>
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4. Rationale for the proposed program change:

Revise the current credit hour requirement to 30-32 hours which includes 3 hours of research tool. This revision is proposed in keeping with the increased emphasis on the research mission of WKU and to be consistent with other programs in Ogden College.

5. Proposed term for implementation and special provisions (if applicable):

Spring 2014

6. Dates of prior committee approvals:

Department of Chemistry 2/11/2013

OCSE Curriculum Committee April 26, 2013

Graduate Council May 9, 2013

University Senate _____

Proposal Date: March 12, 2013

**Potter College of Arts & Letters
Department of Political Science
Proposal to Revise a Program
Action Item**

Contact Person: Victoria Gordon, victoria.gordon@wku.edu, 270-745-6192

1. Identification of program:

- 1.7 Current program reference number: 051
- 1.8 Current program title: Master of Public Administration
- 1.9 Credit hours: 39

2. Identification of the proposed program changes:

- Change in catalog description
- Change in Program to amend internship component
- Change in Program to delete pre-service and service tracks for internship

3. Detailed program description:

Current Program	Proposed Policy
James Chappell, Director The MPA program serves three primary categories of students: (1) those preparing for careers in the public sector who possess little or no practical experience in governmental employment; (2) those experienced public administrators who seek additional academic and practical knowledge as a means to increase their administrative potential; and (3) members of the U.S. military service who seek a master's degree to enhance their management potential for command officer status and professional development.	The MPA program prepares graduate students from diverse backgrounds to be productive leaders and managers in the public service by sharing knowledge, encouraging excellence in research and practice, and fostering an environment of professionalism within the communities we serve. We have a long history of providing quality education and practical experience to our students through community partnerships with organizations such as Kentucky's area development districts, the Legislative Research Commission, and the Center for Local Governments. Graduates go on to serve in a variety of local, state, federal, and nonprofit organizations, and many have successfully pursued doctoral degrees upon graduation from the MPA program.
Degree requirements 39 hours	Degree requirements 39 hours
The degree requires 39 semester hours of course work including completion of 18 hours of core courses.	The degree requires 39 semester hours of course work including completion of 18 hours of core courses.
An internship is required of all students unless exempted based on previous administrative or managerial experience.	An internship is required of all students.
A final written comprehensive examination must be passed. Thesis is not required.	A final written comprehensive examination must be passed. Thesis is not required.
Required Core _ 18 hours PS 501 Methods of Political Inquiry PS 538 Ethics and Bureaucracy PS 540 Seminar in Public Sector Organizations PS 541 Public Personnel Administration	Required Core _ 18 hours PS 501 Methods of Political Inquiry PS 538 Ethics and Bureaucracy PS 540 Seminar in Public Sector Organizations PS 541 Public Personnel Administration PS 542 Government Financial Administration

PS 542 Government Financial Administration PS 545 Seminar in Public Policy Analysis OR PS 546 Public Policy Evaluation Electives _ 18 hours See MPA Advisor for list of approved electives Internship _ 3 hours Internship can be satisfied by one of the following options: a) Pre-service* Internship Required b) Service** - 3 hours credit applied *Note: Internship is satisfied by either PS 505 (Washington Internship) or PS 598 (Internship in Public Administration) **Note: Service is defined as six months or more of professional employment in the public, private, or not-for-profit sectors.	PS 545 Seminar in Public Policy Analysis OR PS 546 Public Policy Evaluation Electives _ 18 hours See MPA Advisor for list of approved electives Internship _ 3 hours Internship requirement can be satisfied by one of the following options with consent of the MPA academic advisor: a) PS 505 Washington Internship b) PS 598 Internship in Public Administration c) PS 597 Professional Seminar in Public Administration
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4. Rationale for the proposed program change:

- The MPA program's accrediting body—the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) has changed standards under which we will be reaccruited in the future. The proposed program changes will assist in bringing MPA program language into compliance with the new NASPAA standards.

In particular, because we are using the internship component as a vehicle for student assessment under the new standards, we need a similar means for assessing students who are not required to enroll in PS 598 or PS 505; adding PS 597 as an option will allow us to do this. Further, this change allows us to eliminate the “track” language which is in conflict with NASPAA standards' language.

- These changes will also both clarify the requirements for the internship component of the degree and standardize the requirement for all students in the program. The proposed changes will formalize a consistent set of requirements for all students in the program.

5. Proposed term for implementation and special provisions (if applicable):

The new program requirements will be applicable to all students entering the MPA program beginning in the Spring 2014. Currently enrolled students will be given the option to complete their degree under the current requirements or to adopt the proposed requirements.

6. Dates of prior committee approvals:

Political Science Department March 21, 2013

PCAL Curriculum Committee April 4, 2013

Graduate Council May 9, 2013

University Senate _____

**College of Graduate Studies
Proposal to Revise an Academic Policy
(Action Item)**

Contact Person: Jim Berger, jim.berger@wku.edu, 5-3892

1. Identification of proposed policy revision: Probation and Dismissal

2. Catalog statement of existing policy:

Graduate Academic Probation and Dismissal

Graduate students must maintain a 3.0 grade point average (GPA) for all courses taken at WKU and those graduate courses transferred to WKU to fulfill graduate program requirements. Students must maintain a minimum grade point average of 3.0 in both the major and the cumulative (overall) GPA to earn a degree or certificate. If a student's overall GPA falls below 3.0, the student will receive a letter of academic warning informing the student that the GPA is below 3.0. The student will have one additional full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student may not register for any additional graduate credit at WKU and will be dismissed from the graduate program. Students placed on academic probation are not eligible for graduate assistantship appointments.

Any student failing to obtain the required 3.0 GPA after the probationary period who wishes to be readmitted to Graduate Studies must submit a written academic plan detailing how the required GPA can be obtained. The request for readmission must have the support of the graduate faculty in the academic program before being reviewed/considered in Graduate Studies. This request for readmission must be submitted with a new application following the semester of academic probation. Each case will be reviewed by the Dean of Graduate Studies and Research for a determination regarding readmission to the desired academic program. Readmitted students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. Please note that each program reserves the right to apply more restrictive requirements to graduate students regarding probation and dismissal.

Dismissal

Graduate students may be dismissed from the program for having failed twice the final comprehensive examination for the graduate degree. A graduate student may also be dismissed from the graduate program if the overall GPA, as a graduate student, (including graduate and undergraduate course work) falls below 3.0 as described in the academic probation section above.

Students may also be dismissed from programs for reasons other than failure to maintain a satisfactory grade point average. Expectations regarding student conduct are described in the Western Kentucky University Student Handbook and apply to students in all programs. Additional program-specific policies regarding student conduct and dismissal from a program for non-academic reasons may also apply. Students should contact their advisors for more information regarding expectations for appropriate student conduct.

3. Catalog statement of proposed policy:

Graduate Academic Probation and Dismissal

Graduate students must maintain a 3.0 grade point average (GPA) for all courses taken at WKU and those graduate courses transferred to WKU to fulfill graduate program requirements. Students must maintain a minimum grade point average of 3.0 in both the ~~major~~ **program** and cumulative (overall) GPA to earn a degree or certificate. If a student's overall GPA falls below 3.0, the student will **be placed on academic probation. The student will receive a letter informing them of this probationary status.** Students placed on academic probation are not eligible for graduate assistantship appointments.

The student will have one additional full-time semester or the equivalent (9 ~~semester~~ hours) to remove the academic probation by **raising their cumulative GPA to a 3.0 cumulative GPA**. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student may not register for any additional graduate credit at WKU and will be academically dismissed from Graduate Studies. Individual academic programs may apply more restrictive criteria regarding probation and dismissal. **Students may be dismissed by the program for failing to make satisfactory progress toward a degree or certificate. Students will be dismissed from the program for having failed twice the final comprehensive examination for the graduate degree. Dismissal from a program will result in dismissal from Graduate Studies and Research.**

An academically-dismissed student who wishes to be readmitted **to his/her program** must submit **an Appeal of Graduate Policy, and, in consultation with their advisor**, a written academic plan detailing how the required GPA can be obtained. The ~~request~~ **Appeal of Graduate Policy for readmission** must be submitted to Graduate Studies and Research the semester following ~~the semester of academic probation dismissal and provide evidence for the support of the graduate faculty in the academic program before being reviewed/considered in Graduate Studies.~~ Each case will be reviewed by the Dean of Graduate Studies and Research for a determination regarding readmission to the desired academic program. **An academically-dismissed student who wishes to be readmitted to Graduate Studies and Research as a non-degree seeking student will be required to update their admission application. An academically-dismissed student who wishes to be admitted to a different program will be required to complete a new admission application.** Readmitted students will **remain on probation and** have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA.

Readmitted students who do not attain the requisite 3.0 GPA will be **dismissed with no possibility of readmission until a period of three years has elapsed.**

Non-Academic Dismissal

Students may also be dismissed from programs for reasons other than failure to maintain a satisfactory grade point average. Expectations regarding student conduct are described in the Western Kentucky University Student Handbook and apply to students in all programs. Additional program-specific policies regarding student conduct and dismissal from a program for non-academic reasons may also apply. Students should contact their advisors for more information regarding expectations for appropriate student conduct.

4. Rationale for proposed policy revision:

Revised policy clarifies the number of times a student can be placed on probation before being dismissed, how dismissal from a program will result in dismissal from Graduate Studies & Research, how dismissed students may be readmitted, and addresses students who are placed on probation two or more times.

5. Impact of proposed policy revision on existing academic or non-academic policies: N/A

6. Proposed term for implementation: Fall 2013

7. Dates of prior committee approvals:

Graduate Council Rules Committee	<u>4/2/2013</u>
Graduate Council	<u>May 9, 2013</u>
University Senate	_____
Provost	_____



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.3070

DIVISION: Academic Affairs

TITLE: Evaluation and Orientation of Student Teaching Assistants

DATE: April 1, 2013

AUTHORIZED BY: Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

Experience in classroom instruction is a valuable opportunity for both undergraduate and graduate students. Consistent with the university's mission, such opportunities should be encouraged and accessible; however, academic quality should not decline as a result.

This document outlines a procedure by which undergraduate and graduate students with roles involving classroom instruction will be evaluated in order to preserve academic quality and encourage pedagogical growth of those evaluated.

A. Definitions

1. Student Teaching Assistant

The term "student teaching assistant" in this document shall refer to both undergraduate and graduate students who are responsible for face-to-face classroom instruction at least once per week in at least one course section. This includes, but is not limited to: lab instructors, recitation instructors, and discussion leaders.

This policy shall not be interpreted to include undergraduate and graduate students who are solely responsible for grading, research, or clerical duties.

2. Supervising Instructor

The "supervising instructor" is an individual with significant pedagogical experience charged with mentoring the student teaching assistant. S/he will usually be the instructor of record for the course, but may also be an individual assigned by the department head.

II. Policy

1. All student teaching assistants must be evaluated, in accordance with the procedures below, each semester/term in which they are engaged in face-to-face instructional activities.

III. Procedure

A. Orientation

Student teaching assistants must attend, prior to the start of the pertinent semester/term, an orientation session developed by the department in which the course is offered. The purpose of this orientation session is to provide student teaching assistants with information regarding their classroom instruction responsibilities and on effective pedagogical tools and practices.

B. Evaluation

1. All teaching assistants shall participate in an evaluation process developed by their respective department.
2. This process shall include at least one mid-term observation of in-class performance, supplemented by an opportunity for the students in the class to provide comments. The student comments may, but need not, be solicited in conjunction with the in-class observation session.
3. For student teaching assistants engaged in their first term of teaching at WKU, the items in subparagraph 2 shall be supplemented by an additional observation, to be carried out within the first three weeks of the term.
4. The supervising instructor shall meet with the student teaching assistant within one week of completion of both the mid-term written evaluation and observation to constructively discuss pedagogical improvements.

C. Use of Evaluation Results

Each department head shall take into consideration the results of prior evaluations when assigning student teaching assistants to subsequent teaching duties.

D. Enforcement

Enforcement of this policy shall occur at the departmental level.

IV. Related Policies