



Graduate Council

MINUTES—September 8, 2016

Academic Affairs Conference Room WAB 239

Members Present: Eric Reed, Shannon Vaughan, Kamla Jones, Carl Dick, Brittany McNear, Wes Berry, Amy Cappiccie, Kirk Atkinson, Mary Sanders, Eve Main, Laurie Branstetter, Thea Browder, Carla Bea, Ron Mitchell, Kristin Wilson, Carl Myers, Marge Maxwell, Lance Hahn, Andrew Rosa, Steve Wells, Leyla Zhuhadar.

Members Absent: Chris Groves.

Guests: Kate Webb, Danita Kelley, Sylvia Gaiko, Colette Chelf, Janet Applin, Merrall Price, Scott Gordon.

1. Call to Order
2. Consideration of August 25, 2016 minutes  
Atkinson/Dick, motion to approve; passed
3. Committee Reports
  - a. Curriculum Committee (report Included)
    - \*Vaughan announced 0446 MA Religious Studies has been pulled from agenda by proponent.
    - \*Atkinson/Hahn, motion to approve consent agenda; Browder/Hahn, motion to move EDU 541 to action agenda; (consent agenda) passed.
    - \*Berry/Hahn, motion to approved EDU 541; passed.
    - \*Atkinson/Myers, motion to approved 0457 MAE, Special Education for Teacher Leaders: Learning and Behavior Disorders; Wilson/Hahn, motion to send proposal back to curriculum committee for consideration; passed.
    - \*Atkinson, since EDU 540 was tabled at the previous curriculum committee and it is a course in the Placed Based Education certificate, the certificate cannot be approved at this time and should have been removed from the consent agenda; the certificate will be added to the next curriculum committee report to Graduate Council if EDU 540 is also approved by the curriculum committee.
  - b. Student Research Grants Committee
    - \*Hahn, no report;
    - \*Hahn/Berry, motion to suspend the rules that full Graduate Council must approved student research grant committee report for September awards; passed.
  - c. Policy Committee
    - \*Wilson, no report;
    - Wilson relayed that the policy committee met earlier today (9-8-16) to review a

tentative list of policies to be considered for revision this academic year.  
\*Reed distributed draft of conditional admission policy and supporting documentation; referred to policy committee for consideration.

4. Report from Dean of the Graduate School  
(attached)
5. Public Comments
6. Announcements & Adjourn  
Berry motion to adjourn.

## MEMO

Date: September 1, 2016  
To: Graduate Council  
From: Eric Reed (eric.reed@wku.edu)  
RE: Conditional Admission – Proposed Draft Policy

When a student applies for admission to graduate study at WKU, the university may issue one of the following admission decisions:

- Good standing – admitted
- Conditional – admitted with conditions
- Denied – not admitted
- Program full – not admitted due to program capacity

Conditional admission is offered to students who do not meet all the university and program criteria for admission in “good standing.” The conditional admission process is valuable, as it allows for programs to grant admission to students who, in the opinion of the faculty, will be successful and earn degrees despite having academic credentials that don’t meet all admission criteria. In recent semesters, hundreds of students have been admitted to graduate study at WKU on a “conditional” basis.

While conditional admission is a valuable process, its criteria and basic procedures are not well defined. Different programs use conditional admission in widely different manners and for purposes that often have little to do with the admission process. Conditional admission should remain a flexible process and allow for programs to develop conditions of admission that fit the strengths and weaknesses of the admitted students, but greater clarity and uniformity of practices and procedures is needed.

The Graduate School proposes the following draft policy on conditional admission. Also included in this memo for information are examples of other universities’ conditional admission policies (sometimes referred to as “provisional” or “probationary” admission).

### **I. Current Policy on Conditional Admission**

*Students who are conditionally admitted must successfully complete the conditions as prescribed. Students who do not meet conditions of admission will be dismissed from the program and the Graduate School.*

### **II. Proposed Draft Policy on Conditional Admission**

*If a student does not meet all university and program admission requirements, and if the academic program’s review of the student’s record indicates the likelihood of success, the student may be granted conditional admission by the Dean of the Graduate School upon the recommendation of the program.*

*The conditions of admission will be specified in the admission notification. All conditions of admission must be fulfilled upon the completion of twelve hours of graduate coursework. Programs are responsible for monitoring the progress of students admitted conditionally and will notify the Graduate School when conditions have been met. Students who do not meet conditions of admission upon earning twelve*

*graduate hours will be dismissed. The Graduate School will not consider appeals of dismissal due to failed conditions of admission; students will be required to reapply.*

### III. Conditional Admission Policy Examples from Other Universities

#### University of Louisville

<http://louisville.edu/graduatecatalog/application-and-admission>

#### Admissions

Upon receipt of the application for graduate studies, application fee and credentials, the graduate program will evaluate the application package and specify the admission status and any conditions of admission. The official admission letter will come from the graduate program or the enrollment unit Dean or designee.

**Degree status – good standing:** In order for a student to be recommended for admission without conditions to degree status in good standing, all admission credentials must have been received and evaluated. The applicant must have earned a minimum grade-point average as specified by the enrollment unit. Each applicant should consult the specific graduate program descriptions in this catalog to determine any additional admissions criteria or any more restrictive requirements for admission to this status.

**Degree status - provisional:** This status is intended for students whose application materials are incomplete (usually missing required credentials or letters), but who have submitted the application form and application fee. Students in provisional status must also meet the general academic requirements of their program. Students may not enroll for a second consecutive term in provisional status. Not all graduate programs allow admission on a provisional basis. A student admitted on a provisional basis has one semester to furnish any credentials missing at the time of admission.

**Degree status - special conditions:** This status is intended for students whose applications are complete, but whose academic background is below the minimum for their program. Students admitted in this status will be expected to meet certain criteria within a specific time-frame outlined by the admitting graduate program.

**Degree status - provisional/special conditions:** An applicant who has both an incomplete application and academic criteria below the minimum may be admitted in this status, pending program approval. Students in this status will be expected to meet certain criteria within a specific time frame outlined by the admitting graduate program, as well as one semester to furnish any credentials missing at the time of admission.

#### Graduate Admissions Hold

Graduate students admitted Provisional/Special Condition status will have a “Graduate Admissions Hold” placed on their academic record. This hold will be placed approximately one week prior to the beginning of registration on all current students whose status has not been changed to good standing. The hold will be placed by the School of Interdisciplinary and Graduate Studies.

Returning students who were admitted Provisionally, and/or with Special Conditions who wish to re-enroll will be evaluated to determine if their conditions were met. Upon submitting a request to re-enroll form to the Registrar’s office, the Registrar’s office will forward for review by the School of Interdisciplinary and Graduate Studies. If the student is not eligible to be changed to good standing, a “Graduate Admissions Hold” will be placed on the student’s academic record prior to the processing of the re-enrollment form.

## **University of Kentucky**

[http://www.research.uky.edu/gs/CurrentStudents/Bulletins/current/bulletin\\_2015-2016.pdf](http://www.research.uky.edu/gs/CurrentStudents/Bulletins/current/bulletin_2015-2016.pdf)

### CONDITIONAL ADMISSION

Students wishing to pursue an advanced degree who are temporarily ineligible for regular graduate admission status may be recommended by the Director of Graduate Studies for conditional admission status in the following cases:

- Receipt of a final undergraduate transcript showing an awarded Bachelor's degree.
- Receipt of official GRE (or equivalent) scores.

These requirements will be monitored by the Graduate School and must be met prior to the date set for priority registration during the first semester of enrollment. Students will not be allowed to priority register if these requirements are not met.

Programs will also have the option to recommend that students be admitted "conditionally" for other reasons including:

- Completion of deficiencies, such as taking specific required undergraduate courses.
- Program review upon completion of a specified number of hours of course work

These requirements will be monitored by the program; the Graduate School should be notified when they have been met so that the student's status can be changed to regular admission. Approval to proceed with the doctoral qualifying examination or the master's final examination will not be granted to student's remaining in conditional status.

## **MTSU**

<http://catalog.mtsu.edu/content.php?catoid=16&navoid=1534>

### Conditional Admission

Occasionally degree-seeking applicants may not meet all the requirements necessary to be recommended for unconditional admission. For example, they may have a low undergraduate grade point average or have low test scores. However, the overall application materials may suggest there is substantial potential for academic success, thus making outright denial counterproductive. In these cases, conditional admission into the College of Graduate Studies may be granted by the dean of the College of Graduate Studies upon the recommendation of the graduate program. Continuation as a degree-seeking student within an individual academic program is contingent upon fulfilling specific requirements stipulated at the time of admission. Conditionally admitted students are not eligible to hold graduate assistantships until all conditions of admission are satisfied.

## **Eastern Kentucky U.**

<http://catalogs.eku.edu/sites/catalogs.eku.edu/files/files/EKU%20Graduate%20Catalog%202015-16.pdf>

### Probationary Admission

An applicant who has submitted all required application materials but does not meet either the minimum GPA requirement or attained acceptable entrance examination scores may be considered for probationary admission. To receive probationary admission, the applicant must show promise for successful graduate study and receive the recommendation of the appropriate department chair and approval of the Dean of Graduate School.

Students must be removed from probationary admission prior to registering in any graduate course work beyond an initial 12 hours. Students who do not attain the required 3.0 GPA at the end of the term in which the nine-hour minimum was completed will be dismissed from the graduate program without appeal.

After obtaining probationary admission, the minimum condition for transfer from probationary admission status to clear admission status is the successful completion of at least nine hours of approved graduate course work at Eastern Kentucky University with a graduate grade point average of at least 3.0 at the end of the term in which the nine-hour minimum was completed. Special course requirements or other conditions may be imposed by the department, academic dean, and/or the Office of Graduate Education and Research.

The Office of Graduate Education and Research will inform the student of all conditions for consideration for clear admission at the time the student is granted probationary admission status. Since the transfer from a probationary admission status to a clear admission status requires the successful completion of graduate course work at Eastern Kentucky University, no student should attempt to take graduate course work for transfer from another school during the probationary admission period.

A student admitted under probationary admission may not attempt any graduate course work graded pass-fail. In the case where specific courses have been designated by a program for the satisfactory-unsatisfactory grading mode, a maximum of three hours of course work graded satisfactory-unsatisfactory may be permitted during the initial 12 hours. A student in probationary status may not hold an assistantship without first achieving clear admission status. International students may not be admitted on a probationary admission basis.

### **Murray State**

[http://www.murraystate.edu/Libraries/Academic\\_bulletins/AcademicBulletin\\_2015\\_2016/1516AcademicBulletin.pdf](http://www.murraystate.edu/Libraries/Academic_bulletins/AcademicBulletin_2015_2016/1516AcademicBulletin.pdf)

### Conditional Admission

Conditional admission may be granted to a student with an overall grade point average between 2.25 and 2.74. Conditional admission may also be granted to a student with an overall grade point average of 2.0 to 2.24 if the academic college/school's review of the student's record indicates the likelihood of success. Some degree programs have additional requirements for conditional admission. Refer to the appropriate chapter in this bulletin for requirements relating to specific degrees.

Upon the completion of nine hours of graduate work a student admitted conditionally must have a 3.0 grade point average, or the student may be dropped from the graduate program. A graduate student dropped for failure to meet this requirement may reapply after having been out of the graduate program for one semester.

Any exceptions to this policy must be approved in writing by the departmental graduate coordinator, the department chair, and the collegiate graduate coordinator.

# DRAFT

## Academic Policy – Revise (Action Item)

Date: September 1, 2016  
Department: Graduate School  
Contact Person: Eric Reed, 55471 (eric.reed@wku.edu)

**1. Policy Name:** Conditional Admission

**2. Description:**

2.1 Existing:

Students who are conditionally admitted must successfully complete the conditions as prescribed. Students who do not meet conditions of admission will be dismissed from the program and the Graduate School.

2.2 Revised:

If a student does not meet all university and program admission requirements, and if the academic program's review of the student's record indicates the likelihood of success, the student may be granted conditional admission by the Dean of the Graduate School upon the recommendation of the program.

The conditions of admission will be specified in the admission notification. All conditions of admission must be fulfilled upon the completion of twelve hours of graduate coursework. Programs are responsible for monitoring the progress of students admitted conditionally and will notify the Graduate School when conditions have been met. Students who do not meet conditions of admission upon earning twelve graduate hours will be dismissed. The Graduate School will not consider appeals of dismissal due to failed conditions of admission; students will be required to reapply.

**3. Rationale for proposed policy:**

Please see attached memo for rationale and discussion of the proposed policy.

**4. Impact on existing academic or non-academic policies:**

4.1 Impact on policies: This policy will clarify the terms and process of conditional admission.

4.2 Impact on populations that may be affected: This policy will impact all students admitted via conditional admission, and all programs that admit students via the conditional admission process.

# DRAFT

5. **Term of implementation:** Summer 2017

6. **Dates of committee approvals:**

Graduate Council Policy Committee

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Graduate Council

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University Senate

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*Dean's Report to Graduate Council, September 2016*

**1. Graduate Student Research Grant and Travel Funding:** The Graduate School has developed a budget of \$50,100 for graduate student research grants for this fiscal year.

**2. Graduate School Application Fees:** In mid-October, the Graduate School application fees will change from \$60 for all students to \$65 for domestic student applications, and to \$95 for international student applications. The revenues generated will be used to fund a staff position in the Graduate School that will provide additional services to domestic and international applicants and students.

**3. Graduate School Dean Search:** The Provost has indicated that the search for a permanent Dean of the Graduate School will get underway shortly, and will be an internal search. The new Dean will be appointed to start in January 2017.

**4. India Pilot Project Update:** The Graduate School will present a report on the IPP to the Graduate Council next month.

**5. Conditional Admission Policy Proposal:** The Graduate School would like the Graduate Council to consider updating the conditional admission policy. The Graduate School has submitted a proposal and a memo providing background and a rationale for updating the policy.

**6. Other Information Items**

- Graduate School Tailgating: GS held a tailgating event on Thursday, Sept. 1, 4:30-6:30, in the Schneider Hall Lawn off Avenue of Champions. Approximately 100 faculty and students attended. GS is planning to hold another tailgating event before the end of the football season.