Policy Proposal 1:

PROPOSED REVISED POLICY

Conduct Policies <<Link to Conduct Policies>>

Maintaining Good Academic Standing

To remain in good academic standing graduate students must do all of the following.

- Maintain a cumulative overall GPA of at least 3.0.
- Receive grades of "P" (progress) in research credits.
- Maintain continuous enrollment <<Link to Registration, Enrollment, and Full-Time Status>>.
- Pass all written and oral exams required for completion of the degree <<Link to Degree Requirements>>. Students should be aware that graduate programs limit the number of attempts students have to pass a required oral or written exam. Graduate programs also require that the exams be taken within a specified time period after a student matriculates into a degree program.
- Make good progress toward completion of the degree during each academic-year semester and summer session of enrollment.

Students who do not pass a required exam after the allowed number of attempts will be dismissed from their graduate program. Similarly, students who do not pass a required exam within the specified time period will also be dismissed from their program.

Grading Policies

Graduate students should be aware of the following grade-related policies:

- All courses used on a student's degree schedule must be graded. Pass/fail, audit, or satisfactory/unsatisfactory grades cannot be used on a degree schedule.
- Students must earn a “B” or better in all graded courses used on a degree schedule. This requirement can be adjusted at the discretion of a student's graduate program to allow for use of “BC/C” grades in up to six (6) credits from outside the student's primary field of study.
- Grades in courses that are not on a degree schedule affect overall GPA. Courses not used on the degree schedule may be audited or taken pass/fail so as not to affect GPA.
- Graduate students are allowed to repeat courses in which they receive less than a "B." The old grade will remain on the academic record, but will not be used in the calculation of overall GPA.

Grades are assigned in accordance with University procedures. The following resources address the University policies regarding grades. (the following list also found in Graduate Good Academic Standing and Dismissal)
Graduate Academic Sanctions

Students who fail to maintain good standing will be subject to sanctions. These sanctions include academic probation, academic suspension, and academic dismissal.

Graduate Academic Probation

Students are placed on academic probation for the following violations of the University requirement that graduate students must maintain good academic standing. The student and the student’s department chair, graduate program director, and advisor will be informed of the probation.

- Failing to maintain a cumulative overall GPA of at least 3.0.
- Receiving a "Q" grade in a research course.

Students will be removed from academic probation when their cumulative University GPA is 3.0 or greater and/or when they receive a “P” grade in a research course.

Graduate Academic Suspension

If a student is on academic probation for two sequential semesters of enrollment, the Graduate School will place the student on academic suspension. The student and the student’s department chair, graduate program director, and advisor will be informed of the suspension. The suspension will be for the period of the upcoming semester or session.

Students who wish to appeal a suspension must submit their appeal to the Graduate School in writing using the Graduate Appeal form <<<Link to the Graduate Appeal form>>>. This form must be submitted to the Graduate School within ten (10) business days following the date on which the Graduate School sent an email to the student notifying the student of the suspension. The dean of the Graduate School will make a final decision regarding appeals. If the appeal is not successful, the student will remain suspended from the graduate program. If the appeal is successful, the suspension will be rescinded and the student reinstated in the graduate program.

Suspensions that result from low GPA or receipt of “Q” grades in research will be effective on the date that final grades are posted. This date is normally the first Wednesday following finals week. Students can access their grades online. Students who are in danger of being suspended due to low GPA or receipt of “Q” grades are encouraged to review their grades immediately after they are posted following the end of the semester in order to allow themselves sufficient time to submit an appeal.
Suspended students must vacate their University offices and laboratories and return any keys to the University within ten (10) days business of the suspension unless they choose to appeal the suspension. Keycard access will also be revoked ten (10) business days after the suspension unless an appeal is filed. If an appeal is filed and is unsuccessful, students must vacate their University offices and laboratories and return any keys to the University within twenty-four (24) hours following the dean of the Graduate School’s final decision regarding the appeal. Any data collected by the student will remain with the student’s advisor. Suspended students may continue to occupy University housing until the end of the semester during which the suspension occurs. The Graduate School will initiate suspension of keycard access to academic buildings as appropriate. Students who file a successful appeal will be removed from suspension and will have full access to University offices, laboratories, and housing.

Students who are placed on academic suspension will not be permitted to enroll in the University during the upcoming semester or session. This means, for example, that if a student is suspended during or at the end of summer session, they will not be allowed to enroll during the following fall semester. Students on academic suspension are exempt from continuous enrollment requirements for the period of the suspension. Students who are already enrolled in courses for the upcoming semester or session at the time of the suspension will have their schedules dropped.

Students who return after the suspension period will remain on probation. If their cumulative GPA is at least 3.0 and they do not receive a “Q” grade in a research course during their first semester as a reinstated student, they will return to good standing. Students who fail to raise their GPA to at least 3.0 or receive a “Q” grade in a research course during their first semester as a reinstated student will be dismissed from their graduate program by the Graduate School.

**Graduate Academic Dismissal**

Students will be dismissed from their graduate degree program by the Graduate School in the following situations:

- A student fails to achieve good academic standing or show substantial academic progress within one (1) semester following reinstatement from suspension.
- A student is unable to pass an oral or written exam required for the degree after the allowed number of attempts prior to the time limit for completion of the exams or otherwise fails to make good progress toward the degree.

Graduate academic dismissal results in students being dismissed from their graduate program. Students who are dismissed from one program may apply for admission to another program. Students who are dismissed from a PhD program may apply for admission to a master’s program within the same or a different academic discipline. The Graduate School allows students to transition from a PhD program to a master’s degree program housed within the same department or school by submitting a master’s degree schedule that has been approved at the department or school level.

Students will be notified in writing by the Graduate School if they have been dismissed from a graduate program via email and registered letter using the contact information on file with the
University. Students who are dismissed from a graduate program have the right to appeal their dismissal to the dean of the Graduate School. All appeals must be made in writing using the Graduate Appeal form <<Link to the Graduate Appeal form>> and must be submitted to the Graduate School within ten (10) days following the date on which the Graduate School sent the dismissal email to the student. The dean of the Graduate School will make a final decision regarding appeals. If the appeal is not successful, the student will remain dismissed from the graduate program. If the appeal is successful, the student will be reinstated in the graduate program.

Dismissed students must vacate their University offices, laboratories, and housing within 24 (24) hours of the dismissal and return any keys to the University. Keycard access to University buildings will also be revoked. If an appeal is filed and is successful, students’ access to University offices, laboratories, and housing will be reinstated.

Students who are dismissed from one graduate program can apply to another graduate program.

**Appeals**

Students who are suspended or dismissed from a graduate program have the right to appeal to the Graduate School as provided above <<Link to Graduate Appeal Policy>>.
Graduate Grievance Policy

The Graduate Grievance Policy applies to students who are currently enrolled in a graduate program or have been enrolled in a graduate program within the preceding year.

Graduate Grievances

The Graduate School will conduct an investigation of a reported grievance under the following circumstances.

1) The student has exhausted all other avenues for resolution. Students should first attempt to resolve conflicts and address issues with the faculty, staff, or other students who are directly involved. If resolution cannot be obtained at that level, the student should consult with the graduate program director <<Link to Graduate Program Director List>> for their graduate program and/or their department chair or school dean. Resources for conflict resolution are available through the Office of Student Affairs at Michigan Tech.

2) If a resolution cannot be reached at or below the level of a department or school, the student may request the involvement of the Graduate School. Students should report their grievance in writing using the Graduate Grievance form <<Link to Graduate Grievance Form>>.

3) The Graduate Grievance form must be filed with the Graduate School within thirty (30) calendar days of the most recent event which is directly related to the subject of the grievance. Extensions are allowed only in cases where the student has made a documented effort to resolve the situation and the other party or parties involved have failed to respond to the student.

The Graduate School will review a completed and submitted Graduate Grievance form to determine if the grievance reports one of the following situations.

1) Actions, conduct, or decisions that violate University policy or accepted professional standards.

2) Deviations from written grading, examination, and disciplinary policies at the University, graduate program, departmental, or course level.

3) Failure of a faculty, staff, or other member of the University community to disclose in writing the basis for a decision that has an adverse impact on a graduate student when such disclosure has been requested in writing by the student.

4) Retaliation against a student that are the result of a prior grievance or appeal.

Consideration of Grievances
When a grievance is reported to the Graduate School, the written form will be reviewed for completeness. If a form is incomplete, it will be returned to the student with a request for additional information. After reviewing a completed form, the Graduate School will determine whether or not the grievance alleges one of the situations listed above. If so, the Graduate School will forward a copy of the form to all parties named in the grievance. Referral does not connote any determination of the merits of any grievance, only whether the grievance alleges a matter or matters subject to the grievance process.

The assistant to the dean of the Graduate School with responsibility for professional development will then convene a Graduate Grievance Committee that will review the grievance. The Graduate Grievance Committee will consist of one (1) member of the Graduate Faculty from outside the student’s academic home department, the student’s advisor (if the student has officially named an advisor at the time the Grievance form was filed), the student’s graduate program director, and the assistant to the dean of the Graduate School with responsibility for professional development (who will serve as the non-voting chair of the committee).

If a student’s grievance names any one of the persons that normally would serve on the committee, that person will be excused from the case. A replacement for that person will be named by the dean of the Graduate School and this replacement will serve on the committee in lieu of the excused individual.

The member of the committee from outside the student’s academic home department must have had prior experience as the primary advisor of at least one (1) graduate student and must have served on at least three (3) graduate committees prior to serving on the Graduate Grievance Committee. The non-voting chair of the committee (the assistant to the dean of the Graduate School with responsibility for professional development) will send all committee members and the student a notice of the hearing date, place, and time within fifteen (15) business days of receipt of a completed Graduate Grievance form.

The student and all individuals named in the grievance have the right to appear at the hearing in person. The student has the right to be accompanied by an advocate who will be allowed to attend but not speak at the hearing other than to ask for clarification of information or to confer with the student to ensure that the student fully understands the proceedings. Hearings are intended to be non-adversarial fact-finding gatherings that result in outcomes that are acceptable and beneficial to all parties involved whenever possible.

After the hearing is concluded, the Graduate Grievance Committee will submit a written report that includes its recommendations for resolution to the dean of the Graduate School. The dean will make the final decision regarding the case and is not obligated to accept the committee recommendations, but must consider and weigh them, and will work with the appropriate University officers and offices to take necessary actions.

**Situations and Circumstances not Subject to Grievances**

The following types of complaints will not be reviewed by the Graduate School:

1. Academic judgments that cannot be reviewed by individuals lacking advanced content-area knowledge in a specific academic field or discipline. A disputed grade will only be
considered a grievance if the student has already attempted to resolve the issue using the procedure outlined by University senate policy 310.1 <<http://www.sas.it.mtu.edu/usenate/>>.

2) Allegations of discriminatory harassment or discriminatory treatment or any other complaints that are considered by the University’s Affirmative Programs Office <<Link to Affirmative Programs Office http://www.admin.mtu.edu/aaom/>>.

3) Allegations of research misconduct which must be considered by the University’s Office of Research Integrity and Compliance << Link to ORIC http://www.mtu.edu/research/administration/integrity-compliance/>>.

4) Allegations of sexual assault which should be reported to the University’s Public Safety and Police Services (dial 9-1-1 or call 487-2216 for non-emergency situations).
Policy Proposal 3: PROPOSED NEW POLICY

Graduate Appeal Policy
The Graduate Appeal Policy applies to students who are currently enrolled in a graduate program or have been enrolled in a graduate program within the preceding year.

Graduate Appeals
The Graduate School will only consider appeals of suspension and dismissal decisions issued by the Graduate School.

Students who wish to appeal a suspension or dismissal decision should do so in writing using the Graduate Appeal form <<Link to Graduate Appeal form>>

This form must be submitted to the Graduate School within ten (10) business days following the date on which the Graduate School sent an email to the student notifying the student of the suspension or dismissal. The dean of the Graduate School will make a final decision regarding appeals. If the appeal is not successful, the student will remain suspended or dismissed from the graduate program. If the appeal is successful, the student will be reinstated in the graduate program.

Situations and Circumstances not Subject to Appeals
The following types of complaints will not be reviewed by the Graduate School.

1) Academic judgments that cannot be reviewed by individuals lacking advanced content-area knowledge in a specific academic field or discipline. A disputed grade will only be considered a grievance if the student has already attempted to resolve the issue using the procedure outlined by University senate policy 310.1 <<http://www.sas.it.mtu.edu/usenate/>>.

2) Allegations of discriminatory harassment or discriminatory treatment or any other complaints that are considered by the University’s Affirmative Programs Office <<Link to Affirmative Programs Office http://www.admin.mtu.edu/aa/>>.

3) Allegations of research misconduct which must be considered by the University’s Office of Research Integrity and Compliance << Link to ORIC http://www.mtu.edu/research/administration/integrity-compliance/>>.

4) Allegations of sexual assault which should be reported to the University’s Public Safety and Police Services (dial 9-1-1 or call 487-2216 for non-emergency situations).
"Graduate Appeals of Suspension or Dismissal"

Submitter
Jacqueline E. Huntoon, on behalf of the graduate faculty

Background/Rationale
This proposal is coming to the Senate to formalize longstanding practice in the Graduate School, and has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

Proposal
It is proposed to adopt the policy as described.

Recommended text
The Graduate School will consider appeals of suspension and dismissal decisions issued by the Graduate School.

Current text
From [http://www.mtu.edu/gradschool/administration/academics/policies-procedures/good-standing/](http://www.mtu.edu/gradschool/administration/academics/policies-procedures/good-standing/)

Appeals of Graduate Academic Dismissal/Suspension

Students who are dismissed after failing to achieve good academic standing following a suspension can appeal to the dean of the Graduate School using the [Graduate Academic Dismissal Appeal Form](http://www.mtu.edu/gradschool/administration/academics/policies-procedures/good-standing/).

Appeals of dismissal following academic suspension will be considered if students can document that there are unusual or extenuating circumstances that have influenced their recent academic performance. Students must be confident that they will be able to show significant academic progress in the immediate future if they submit an appeal. Students should appeal to the Graduate School within two weeks of dismissal.
Policy in University Policy format:

Policy: -will be assigned by policy coordinator-
Title: Graduate Appeals of Suspension or Dismissal
Effective: First day of the semester after approval
Senate Proposal: Yes
Responsible University Officer: Dean of the Graduate School
Responsible Office: Graduate School

Policy Statement
The Graduate School will consider appeals of suspension and dismissal decisions issued by the Graduate School.

Policy Requirements
This policy applies to students who are currently enrolled in a graduate program or have been enrolled in a graduate program within the preceding year. Graduate students must submit a complete Graduate appeal form to the Graduate School before the dean can consider an appeal request. This form must be submitted to the Graduate School within ten (10) business days following the date on which the Graduate School sent an email to the student notifying the student of the suspension or dismissal.

Reason for Policy
The policy will provide due process to students who wish to appeal a suspension or dismissal decision issued by the dean of the Graduate School.

Related Policy Information
If the appeal is not successful, the student will remain suspended or dismissed from the graduate program. If the appeal is successful, the student will be reinstated in the graduate program.

This policy is a formal statement of longstanding practice in the Graduate School, and has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

Exclusions
This policy does not apply to undergraduate students or graduate students who have not been enrolled in a graduate program within the preceding year.

Contact(s)

<table>
<thead>
<tr>
<th>Office/Unit</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>(906) 487-2327</td>
</tr>
</tbody>
</table>
Definitions
None.

Responsibilities
Graduate Student - Be aware of policy. Complete and electronically submit a complete Graduate Appeal Form to the Graduate School within ten (10) business days following the notification date of the suspension or dismissal.

Graduate School staff - Receives the Graduate Appeal Form, reviews it for completeness, and forwards to the dean for a decision.

Dean of the Graduate School - Reviews the Graduate Appeal Form, renders a decision, and notifies the student.

Procedures
In support of this policy, the following procedures are included:
• Submitting an appeal request

Forms and Instructions
In support of this policy, the following forms/instructions are included:
• Graduate Appeal Form (appeal.pdf)

Appendices
NA

Additional Information
NA

History
Adoption Date:
Introduction

This procedure describes how a student appeals a suspension or dismissal decision issued by the Graduate School. The steps involved in this procedure are:

1. The graduate student completes the Graduate appeal form and submits to the Graduate School.
2. Graduate School staff review the form for completeness. Complete forms are forwarded to the dean, while incomplete forms are returned to the student.
3. The dean of the Graduate School reviews completed forms, renders a decision, and notifies the student of the final decision.

Process

I. Graduate student fills in the Graduate appeal form. This form is dynamic, and will notify the student if it is complete. Only complete forms may be submitted to the Graduate School.
   A. This form must be submitted to the Graduate School within ten (10) business days following the date on which the Graduate School sent an email to the student notifying the student of the suspension or dismissal.
II. Graduate student submits the complete Graduate appeal form to the Graduate School using the instructions available on the form.
III. Graduate School staff review the form for completeness.
   A. Complete forms are forwarded to the dean for review
      1. Dean reviews form
      2. Dean renders a decision
      3. Dean notifies student of final decision
   B. Incomplete forms are returned to the student for revision
   C. Forms submitted after the deadline are returned to the student without review
Related Information

NA

Appendices

NA

Forms and Instructions

In support of this procedure, the following forms/instructions are included:

appeal.pdf
Providing information about you and your program.
Section in grey will be hidden until an option is selected above.

Date
Last Name, First Name, MI
M Number (ex: M12345678)
Select Degree Type
☐ PhD ☐ MS ☐ MFor ☐ MBA ☐ MEng
Michigan Tech E-mail
Daytime Phone Number

Providing information about the appeal.
The fields below will expand to fit your response, but are each limited to 4,000 characters (approximately one page of text). Please provide sufficient information for the dean to make a decision.

What unusual or extenuating circumstances exist or existed that prevented you from being successful, and were unknown to the dean of the Graduate School at the time you were suspended or dismissed?

Describe how these circumstances will change in the future.

What is your plan of action for success in the future?

Do you have missing grades (I, M, X)?

Describe your plan to address these missing grades. (HIDDEN IF NO MISSING GRADES)

Is there any additional information or documentation that you would like the dean to consider? (optional)
Your form is not complete. Do not submit this form to the Graduate School.
The University Senate of Michigan Technological University
Proposal X-YY
(Voting Units: Full Senate)

"Graduate Good Academic Standing and Dismissal"

Submitter
Jacqueline E. Huntoon, on behalf of the graduate faculty

Background/Rationale
This proposal is coming to the Senate to formalize longstanding practice in the Graduate School and add clarifications regarding student dismissals. It has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

Proposal
It is proposed to adopt the policy as described.

Recommended text
Students who fail to maintain good academic standing will be subject to sanctions.

Attached is the policy in its entirety in the University policy format.

Current text
From http://www.mtu.edu/gradschool/administration/academics/policies-procedures/good-standing/

Good Standing
Students must maintain an overall 3.0 GPA to remain in good standing. In addition, students are expected to consistently receive a grade of "P" (progress) in research credits. Students whose overall graduate GPA falls below 3.0 (sample notification) or who receive a grade of "Q" (unsatisfactory) in research credits (sample notification) will be sent a notification of academic probation. After receiving this notification, graduate students must meet with their advisor and/or graduate program director as soon as possible to plan a course of action for resolving the situation.

All courses used on a student's degree schedule must be graded (that is not pass/fail, audit, or satisfactory/unsatisfactory).

Students must earn a B or better in all graded courses used on a degree schedule. This requirement can be adjusted at the discretion of a student's graduate program to allow for use of up to 6 credits from outside the student's primary field of study for which grades of BC/C grades were received.
Grades in courses that are not on a degree schedule affect standing because they affect overall GPA. Graduate students are allowed to repeat courses in which they receive less than a "B." The old grade will remain on the academic record, but will not be used in the calculation of overall GPA.

Courses not used on the degree schedule may be audited or taken pass/fail so as not to affect GPA.

**Graduate Academic Performance**

The academic progress of degree-seeking graduate students is monitored and those having academic difficulty may face sanctions. These sanctions include academic probation, suspension, and dismissal.

**Graduate Academic Probation**

Students whose scholastic performance is less than expected by the University are placed on academic probation. Academic probation is a strong warning to students. Notices of academic probation are sent to students who receive a grade of "Q" in a research course or fail to maintain an overall GPA of at least 3.0 after the end of each semester.

Students will be removed from academic probation when their cumulative University GPA is 3.0 or greater, and, if applicable, upon receipt of a “P” grade in a subsequent research course.

**Graduate Academic Suspension**

Students may face academic suspension after two sequential semesters of academic probation. The Graduate School will consult with the student’s department and, if appropriate, the department will recommend suspension. Students who receive a notice of academic suspension will not be permitted to enroll at the University for at least one academic-year semester and summer session. That is, students suspended at the end of fall semester may not reenroll until the following fall, and students suspended at the end of a spring semester may not reenroll until the following spring.

**Graduate Academic Dismissal**

Upon reinstatement after suspension, failure to achieve good academic standing or show substantial academic progress within one semester will result in academic dismissal.
**Policy in University Policy format:**

**Policy:** (Will be assigned by policy coordinator.)

**Title:** Graduate Good Academic Standing and Dismissal

**Effective:** First day of the semester after approval

**Senate Proposal:** Yes

**Responsible University Officer:** Dean of the Graduate School

**Responsible Office:** Graduate School

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**Policy Statement**

Students who fail to maintain good academic standing will be subject to sanctions.

**Policy Requirements**

To remain in good academic standing graduate students must do all of the following:

- Maintain a cumulative overall GPA of at least 3.0.
- Receive grades of "P" (progress) in research credits.
- Maintain continuous enrollment
- Pass all written and oral exams required for completion of the degree. Graduate programs limit the number of attempts students have to pass a required oral or written exam. Graduate programs also require that the exams be taken within a specified time period after a student matriculates into a degree program.
- Make good progress toward completion of the degree during each academic-year semester and summer session of enrollment.

**Reason for Policy**

The policy provides clear guidance to students about what is required to maintain good academic standing, and the sanctions possible when good academic standing is not maintained.

**Related Policy Information**

This policy is a formal statement of longstanding practice in the Graduate School, and has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

**Related grading policies**

Grades are assigned in accordance with University procedures. The following resources address the University policies regarding grades.

- [Grading System and Grade Points](#)—Information about the grades awarded by the University.
- [Grading Reports and Transcripts](#)—Information about how to obtain a transcript.
- [Disputed Grades](#)—How to correct errors in final course grades.
The policy, “Graduate Scholastic Standards” addresses which earned credits can be used toward a graduate degree or certificate and when courses may be repeated.

**Academic Sanctions**

This section describes each sanction, and when it will apply to a student who has not maintained good academic standing. The procedure “Reviewing progress of graduate students” describes how and when students are notified of sanctions, and the courses of action available to students suspended or dismissed.

**Graduate Academic Probation**

Students are placed on academic probation for the following violations of the University requirement that graduate students must maintain good academic standing.

- Failing to maintain a cumulative overall GPA of at least 3.0.
- Receiving a "Q" grade in a research course.

Students will be removed from academic probation when their cumulative University GPA is 3.0 or greater and/or when they receive a “P” grade in a research course.

**Graduate Academic Suspension**

If a student is on academic probation for two sequential semesters of enrollment, the Graduate School will place the student on academic suspension. The suspension will be for the period of the upcoming semester or session.

Students who return after the suspension period will remain on probation. If their cumulative GPA is at least 3.0 and they do not receive a “Q” grade in a research course during their first semester as a reinstated student, they will return to good academic standing. Students who fail to raise their GPA to at least 3.0 or receive a “Q” grade in a research course during their first semester as a reinstated student will be dismissed from their graduate program by the Graduate School.

**Graduate Academic Dismissal**

Students will be dismissed from their graduate degree program by the Graduate School in the following situations.

- A student fails to achieve good academic standing or show substantial academic progress within one (1) semester following reinstatement from suspension.
- A student is unable to pass an oral or written exam required for the degree after the allowed number of attempts prior to the time limit for completion of the exams or otherwise fails to make good progress toward the degree.

**Appeals**

Students who are suspended or dismissed from a graduate program have the right to appeal to the Graduate School as provided in the “Graduate Appeals of Suspension or Dismissal” policy.
Exclusions
This policy does not apply to undergraduate students or graduate students who have not been enrolled in a graduate program within the preceding year.

Contact(s)

<table>
<thead>
<tr>
<th>Office/Unit</th>
<th>Telephone Number</th>
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</thead>
<tbody>
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<td>Graduate School</td>
<td>(906) 487-2327</td>
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</tbody>
</table>

Definitions

**Eligible Graduate Student** – graduate students enrolled in a graduate program in the current or preceding semester

**Continuous enrollment** – enrollment for at least one credit in the fall and spring semesters

**Graduate Academic Probation** – a strong warning to improve scholastic performance

**Graduate Academic Suspension** – withdrawal from classes for the upcoming semester or session

**Graduate Academic Dismissal** – removal from the graduate program

Responsibilities

**Graduate Student** - Maintain good academic standing and be aware of University policies.

**Graduate School staff** - Review student records, notify students who have not maintained good academic standing each semester, notify appropriate staff of students who have not maintained good academic standing.

**Advisor, graduate program director, department chair, dean** – Review progress of probationary and suspended students

**Graduate program assistant** – Review progress toward completion of required exams for the degree program and report students who meet the criteria for dismissal to the Graduate School.

Procedures

In support of this policy, the following procedures are included:

- Reviewing progress of graduate students.

Forms and Instructions

In support of this policy, the following forms/instructions are included:

- None.
Appendices
NA

Additional Information
NA

History

Adoption Date:
Introduction

This procedure describes how the Graduate School reviews the progress of graduate students. The steps involved in this procedure are:

1. Graduate School staff will review grades of graduate students each semester.
2. Each semester, the graduate program assistant for each program will provide the Graduate School with the names of the students who have not met the program criteria for completion of required exams for the degree sought.
3. The Graduate School will notify students and appropriate staff when the good standing criteria have not been met.
4. Students who have been suspended may abide by the decision or appeal it.
5. Students who have been dismissed may abide by the decision or appeal it.
6. Students who have been dismissed from one program are eligible to apply for admission to a different program.

Process

I. The Graduate School reviews grades for each active graduate student after grades are posted for the previous semester.

II. The graduate program assistant for each program reviews progress toward completion of required exams for each program, and reports students who meet the criteria for dismissal to the Graduate School.

III. For students who meet the criteria stated in the policy for probation, the student, student’s department chair (or school dean), graduate program director, and advisor will be informed via e-mail of the probation.

IV. For students who meet the criteria stated in the policy for suspension, the student, student’s department chair (or school dean), graduate program director, and advisor will be informed via e-mail of the suspension. Suspensions are effective on the date final grades are posted.

A. Students may either:
   1. Appeal the suspension as described in “Graduate Appeal of Suspensions or Dismissal Policy,” or
   2. Vacate campus as described in the related information of this procedure.

V. Students who meet the criteria stated in the policy for dismissal, will be notified in writing by the Graduate School via email and registered letter using the contact information on file with the University.

A. Students may choose to:
   1. Appeal the dismissal as described in “Graduate Appeals of Suspensions or Dismissal Policy,” or
   2. Vacate campus as described in the related information of this procedure.
B. A dismissed student, at any time, may apply for admission to another graduate program.

Related Information

Graduate Academic Suspension

Suspensions that result from low GPA or receipt of “Q” grades in research will be effective on the date that final grades are posted. This date is normally the first Wednesday following finals week. Students can access their grades online. Students who are in danger of being suspended due to low GPA or receipt of “Q” grades are encouraged to review their grades immediately after they are posted following the end of the semester in order to allow themselves sufficient time to submit an appeal.

Suspended students must vacate their University offices and laboratories and return any keys to the University within ten (10) days business of the suspension unless they choose to appeal the suspension. Keycard access will also be revoked ten (10) business days after the suspension unless an appeal is filed. If an appeal is filed and is unsuccessful, students must vacate their University offices and laboratories and return any keys to the University within twenty-four (24) hours following the dean of the Graduate School's final decision regarding the appeal. Any data collected by the student will remain with the student’s advisor. Suspended students may continue to occupy University housing until the end of the semester during which the suspension occurs. The Graduate School will initiate suspension of keycard access to academic buildings as appropriate. Students who file a successful appeal will be removed from suspension and will have full access to University offices, laboratories, and housing.

Students who are placed on academic suspension will not be permitted to enroll in the University during the upcoming semester or session. This means, for example, that if a student is suspended during or at the end of summer session, they will not be allowed to enroll during the following fall semester. Students on academic suspension are exempt from continuous enrollment requirements for the period of the suspension. Students who are already enrolled in courses for the upcoming semester or session at the time of the suspension will have their schedules dropped.

Graduate Academic Dismissal

Graduate academic dismissal results in students being dismissed from their graduate program.

Dismissed students must vacate their University offices, laboratories, and housing within 24 hours of the dismissal and return any keys to the University. Keycard access to University buildings will also be revoked. If an appeal is filed and is successful, students' access to University offices, laboratories, and housing will be reinstated.

Students who are dismissed from one program may apply for admission to another program. Students who are dismissed from a PhD program may apply for admission to a master’s program within the same or a different academic discipline. The Graduate School allows students to transition from a PhD program to a master’s degree program
housed within the same department or school by submitting a master’s degree schedule that has been approved at the department or school level.

**Appendices**

None

**Forms and Instructions**

In support of this procedure, the following forms/instructions are included:

None
Submitter
Jacqueline E. Huntoon, on behalf of the graduate faculty

Background/Rationale
This proposal is coming to the Senate to formalize longstanding practice in the Graduate School. It has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

Proposal
It is proposed to adopt the policy as described.

Recommended text
Graduate students must earn grades that meet the scholastic standards of the Graduate School in order to apply the credits earned to a graduate degree or graduate certificate. Graduate students may retake non-research courses if the grades earned in them have not met the scholastic standards of the Graduate School.

Attached is the policy in its entirety in the University policy format.

Current text
From http://www.mtu.edu/gradschool/administration/academics/policies-procedures/good-standings/

Good Standing
[Part pertaining to good standing in the policy “Graduate Good Standing and Dismissal” has been deleted]

All courses used on a student's degree schedule must be graded (that is not pass/fail, audit, or satisfactory/unsatisfactory).

Students must earn a B or better in all graded courses used on a degree schedule. This requirement can be adjusted at the discretion of a student's graduate program to allow for use of up to 6 credits from outside the student's primary field of study for which grades of BC/C grades were received.
Grades in courses that are not on a degree schedule affect standing because they affect overall GPA. Graduate students are allowed to repeat courses in which they receive less than a "B." The old grade will remain on the academic record, but will not be used in the calculation of overall GPA.

Courses not used on the degree schedule may be audited or taken pass/fail so as not to affect GPA.
Policy in University Policy format:

Policy: (Will be assigned by policy coordinator.)
Title: Graduate Scholastic Standards
Effective: First day of the semester after approval
Senate Proposal: Yes
Responsible University Officer: Dean of the Graduate School
Responsible Office: Graduate School

Policy Statement

Graduate students must earn grades that meet the scholastic standards of the Graduate School in order to apply the credits earned to a graduate degree or graduate certificate. Courses taken as a graduate student with grades that have not met the scholastic standards of the Graduate School may be repeated.

Policy Requirements

To apply credits earned in non-research courses to a graduate degree or graduate certificate, the courses:

- Must be graded. Pass/fail, audit, or satisfactory/unsatisfactory grades cannot be used on a degree schedule, except for research credits.
- Must have a grade of “B” or better. This requirement can be adjusted at the discretion of a student's graduate program to allow for use of “BC/C” grades in up to six (6) credits from outside the student's primary field of study.

Reason for Policy

This policy is a formal statement of longstanding practice in the Graduate School. Graduate scholastic standards exist to set the standard for academic performance at the graduate level.

Related Policy Information

This policy has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

Grades in courses that are not on a degree schedule affect overall GPA. Courses not used on the degree schedule may be audited or taken pass/fail so as not to affect GPA.

Grades are assigned in accordance with University procedures. The following resources address the University policies regarding grades.

- Grading System and Grade Points—Information about the grades awarded by the University.
- Grading Reports and Transcripts—Information about how to obtain a transcript.
- Disputed Grades—How to correct errors in final course grades (Senate Policy 310.1).
Exclusions
This policy does not apply to undergraduate students.

Contact(s)

<table>
<thead>
<tr>
<th>Office/Unit</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>(906) 487-2327</td>
</tr>
</tbody>
</table>

Definitions

*Scholastic Standards* - A set of criteria that must be met for grades earned in courses in order to use the credits toward a graduate degree.

Responsibilities

*Graduate Student* - Must be aware of University policies and earn grades that meet the scholastic standards of the Graduate School. Must complete a degree schedule at least one semester prior to anticipated completion of the degree and submit it to the Graduate School.

*Graduate School* - Must review degree schedule to ensure compliance with graduate scholastic standards.

Procedures

In support of this policy, the following procedures are included:
- No procedures necessary for this policy

Forms and Instructions

In support of this policy, the following forms/instructions are included:
- No forms necessary for this policy

Appendices

NA

Additional Information

NA

History

Adoption Date:
The University Senate of Michigan Technological University
Proposal X-YY
(Voting Units: Full Senate)

"Graduate Grievances"

Submitter
Jacqueline E. Huntoon, on behalf of the graduate faculty

Background/Rationale
This proposal is coming to the Senate to establish a new policy that will allow students to submit grievances to the Graduate School. The proposal has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

Proposal
It is proposed to adopt the policy as described.

Recommended text
The Graduate School will consider grievances by graduate students who are currently enrolled in a graduate program or who have been enrolled in a graduate program within the preceding year. Graduate students must have exhausted all other avenues for resolution before submitting a grievance to the Graduate School. When appropriate, the dean of the Graduate School will work with the relevant University officers and offices to take necessary actions to resolve the grievance.

Attached is the policy in its entirety in the University policy format.

Current text
None. This is a new policy.
Policy Statement

The Graduate School will consider grievances by graduate students who are currently enrolled in a graduate program or who have been enrolled in a graduate program within the preceding year. Graduate students must have exhausted all other avenues for resolution before submitting a grievance to the Graduate School. When appropriate, the dean of the Graduate School will work with the relevant University officers and offices to take necessary actions to resolve the grievance.

Policy Requirements

This policy applies to students who are currently enrolled in a graduate program or who have been enrolled in a graduate program within the preceding year.

Students should first attempt to resolve conflicts and address issues with the faculty, staff, or other students who are directly involved. If resolution cannot be obtained at that level, the student should consult with the graduate program director for their graduate program and/or their department chair or school dean. Resources for conflict resolution are available through the Dean of Students Office at Michigan Tech.

If a resolution cannot be reached at or below the level of a department or school, the student may request the involvement of the Graduate School. The Graduate School will conduct an investigation of a reported grievance under the following circumstances.

1. The student has exhausted all other avenues for resolution.
2. The student has filed the Graduate Grievance form with the Graduate School within thirty (30) calendar days of the most recent event which is directly related to the subject of the grievance. Extensions to file a grievance are allowed only in cases where the student has made a documented effort to resolve the situation and the other party or parties involved have failed to respond to the student.

The Graduate School will only consider the following types of grievances:

- Actions, conduct, or decisions that violate University policy or accepted professional standards.
- Deviations from written grading, examination, and disciplinary policies at the University, graduate program, departmental, or course level.
- Failure of a faculty, staff, or other member of the University community to disclose in writing the basis for a decision that has an adverse impact on a graduate student when such disclosure has been requested in writing by the student.
- Retaliations against a student due to the result of a prior grievance or appeal.
**Reason for Policy**

The policy will provide a mechanism for students to formally submit a grievance to the Graduate School.

**Related Policy Information**

This policy has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

**Exclusions**

This policy does not apply to undergraduate students or graduate students who have not been enrolled in a graduate program within the preceding year.

The following types of complaints will not be reviewed by the Graduate School:

- Academic judgments that cannot be reviewed by individuals lacking advanced content-area knowledge in a specific academic field or discipline. A disputed grade will only be considered a grievance if the student has already attempted to resolve the issue using the procedure outlined by University senate policy 310.1.

- Allegations of discriminatory harassment or discriminatory treatment or any other complaints that are considered by the University’s Affirmative Programs Office.

- Allegations of research misconduct which must be considered by the University’s Office of Research Integrity and Compliance.

- Allegations of sexual assault which should be reported to the University’s Public Safety and Police Services (dial 9-1-1 or call 487-2216 for non-emergency situations).

**Contact(s)**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>(906) 487-2327</td>
</tr>
</tbody>
</table>

**Definitions**

*Eligible Graduate Student* – student who is currently enrolled, or was enrolled within the preceding year.

*Grievance* – a formal written complaint.

**Responsibilities**

*Graduate Student* - Must be aware of University policies, and exhaust all other avenues of conflict resolution. If no resolution can be obtained at or below the level of a department or school, the student may submit a grievance to the Graduate School using the Graduate grievance form. The Graduate grievance form must be submitted within thirty (30) calendar days of the most recent event directly related to the subject of the grievance, if the student wishes to formally file a grievance with the Graduate School.
Assistant to the dean of the Graduate School with responsibility for professional development - Reviews the Graduate grievance form for completeness, determines if the grievance will be heard by the Graduate Grievance Committee, convenes the Graduate Grievance Committee, and acts as the non-voting chair of the Graduate Grievance Committee.

Graduate Grievance Committee – Reviews the grievance submitted by the student, participates in the hearing of the grievance, and prepares a written report to the dean recommending action the dean can take to resolve the grievance.

Dean of the Graduate School - Reviews the report prepared by the Graduate Grievance Committee, and works with the appropriate University officers and offices to take necessary action.

Procedures
In support of this policy, the following procedures are included:

- Submitting and hearing a graduate grievance

Forms and Instructions
In support of this policy, the following forms/instructions are included:

- Graduate Grievance Form (grievance.pdf)

Appendices
NA

Additional Information
NA

History
Adoption Date:
Introduction

1. Student reports a grievance by submitting a completely filled in Graduate grievance form.
2. The Graduate School reviews the form for completeness and verifies that the grievance can be addressed by the Graduate Grievance Committee.
3. When allowed by the Graduate Grievance Policy, the Graduate School appoints and convenes the Graduate Grievance Committee. A copy of the grievance is sent to all members of the committee, and all individuals named in the grievance.
4. The Graduate Grievance Committee hears the grievance and prepares a written recommendation to the dean of the Graduate School.
5. The dean of the Graduate School reviews the recommendation, and works with the appropriate University offices and offices to take necessary actions.

Process

I. Graduate student will fill in the Graduate grievance form. This form is dynamic, and will notify the student if it is complete. Only complete forms may be submitted to the Graduate School. The form will be submitted using the instructions available on it.
   A. Incomplete forms will be returned to the student with a request for additional information.
   B. The Graduate grievance form must be filed with the Graduate School within thirty (30) calendar days of the most recent event which is directly related to the subject of the grievance. Extensions are allowed only in cases where the student has made a documented effort to resolve the situation and the other party or parties involved have failed to respond to the student.

II. The Graduate School will review the Graduate grievance form to determine if the grievance meets the requirements of the Graduate Grievance Policy for review by the Graduate Grievance Committee.

III. If the policy allows the grievance to be forwarded to the Graduate Grievance Committee, a copy of the grievance will be forwarded to all parties named in the grievance. Referral does not connote any determination of the merits of any grievance, only whether the grievance alleges a matter or matters subject to the grievance process.

IV. The non-voting chair of the committee will convene a Graduate Grievance Committee that will review the grievance.

V. The non-voting chair of the committee will send all committee members and the student a notice of the hearing date, place, and time within fifteen (15) business days of receipt of a completed Graduate Grievance form.
VI. After the hearing is concluded, the Graduate Grievance Committee will submit a written report that includes its recommendations for resolution to the dean of the Graduate School.

VII. The dean will make the final decision regarding the case and is not obligated to accept the committee recommendations, but must consider and weigh them, and will work with the appropriate University officers and offices to take necessary actions.

Related Information

Composition of the Graduate Grievance Committee
The Graduate Grievance Committee will consist of one (1) member of the Graduate Faculty from outside the student’s academic home department or school, the student’s advisor (if the student has officially named an advisor at the time the Grievance form was filed), the student’s graduate program director, and the assistant to the dean of the Graduate School with responsibility for professional development (who will serve as the non-voting chair of the committee).

If a student’s grievance names any one of the persons that normally would serve on the committee, that person will be excused from the case. A replacement for that person will be named by the dean of the Graduate School and this replacement will serve on the committee in lieu of the recused individual.

The member of the committee from outside the student’s academic home department must have had prior experience as the primary advisor of at least one (1) graduate student and must have served on at least three (3) graduate committees prior to serving on the Graduate Grievance Committee.

Hearings
The student and all individuals named in the grievance have the right to appear at the hearing in person. The student has the right to be accompanied by an advocate who will be allowed to attend but not speak at the hearing other than to ask for clarification of information or to confer with the student to ensure that the student fully understands the proceedings. Hearings are intended to be non-adversarial fact-finding gatherings that result in outcomes that are acceptable and beneficial to all parties involved whenever possible.

Appendices

-None-

Forms and Instructions
In support of this procedure, the following forms/instructions are included:

  grievance.pdf
Michigan Technological University
Graduate School

Graduate Grievance Form
Please type using Adobe Acrobat or Reader; handwritten forms are not acceptable
Students should first read the Graduate School’s policy on Dismissal, Change of Status and Grievance

E-mail the completed form to the Graduate School using the button above, or attach the saved form to an e-mail to gradtracking@mtu.edu.

Incomplete form. Do not submit to the Graduate School.

Provide information about you and your program.

Date

Last Name, First Name, MI

M Number (ex: M12345678)

Select Degree Type

☐ PhD

☐ MS

☐ MFor

☐ MBA

☐ MEng

Michigan Tech E-mail

Daytime Phone Number

Provide information about the grievance.
The fields below will expand to fit your response, but are each limited to 4,000 characters (approximately one page of text). Please provide sufficient information for the committee to understand the situation.

Attach relevant documentation to this complaint, such as written correspondence with the individuals named in the complaint, or a written decision from a department/program/school.
Select the type of grievance you are reporting. Select all that apply. Only grievances in one of the following categories will be considered by the Graduate School.

☐ Actions, conduct, or decisions that violate University policy or accepted professional standards.

☐ Deviations from written grading, examination, and disciplinary policies at the University, graduate program, departmental, or course level.

☐ Failure of a faculty, staff, or other member of the University community to disclose in writing the basis for a decision that has an adverse impact on a graduate student when such disclosure has been requested in writing by the student.

☐ Retaliation against a student that are the result of a prior grievance or appeal.

Does your grievance involve a course? ☐ Yes ☐ No

Provide the names of all individuals whose actions give rise to your grievance.

State the policy or procedure that is being violated. Include a link to a website that contains the written policy, if possible.

Indicate why you feel you have been unfairly treated and why your situation needs to be considered by the Graduate School.

Describe the action you have taken to seek resolution of the grievance. Grievances that have not exhausted opportunities to resolve the grievance at a lower level will not be considered by the Graduate School.

What outcome or action are you requesting as a result of the grievance?

Please provide any additional information relevant to the complaint.

Do you want an advocate present at the hearing? ☐ Yes ☐ No

Name of advocate (hide if no)

Advocate's e-mail address (hide if no)
Graduate School - Initial Review

Complaint referred to grievance committee  ○ Yes  ○ No

☐ Copy of form sent to all parties named in the grievance (Insert date sent,) (HIDDEN IF ANSWER ABOVE IS NO)

Reason for rejection (hidden if above answer is YES)

This text field below will print instead of the selection box above. The selection box makes selecting a reason easy, but it won’t show multiple lines of text to appear.

Comments

This portion to be completed by the Graduate School Grievance Committee following the hearing.
Will put some sort of interactive table here to add and subtract members to the committee and obtain signatures. Have listed the minimum as presented in the procedure.

<table>
<thead>
<tr>
<th>Graduate faculty member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's advisor (if named)</td>
</tr>
<tr>
<td>Graduate program director from student's program</td>
</tr>
</tbody>
</table>

Recommendation of Grievance Committee  ○ Take Action  ○ No Action

Date report sent to the dean of the Graduate School

Recommended remedy for grievance or reasons why no action is recommended.

Your form is not complete. Do not submit this form to the Graduate School.
“Clean-up” List

Proposal to Eliminate Degree Program: M.S. in General Engineering

Name of program: M.S. in General Engineering.

Final semester program was open for new admits: This is a degree from 12/16/1926 that has not been offered in many years so there are no admits and the program is currently in a shelved state.

Plan to complete all enrolled students and any returning students: There are no students currently enrolled.

Reason for Elimination: Cleaning up old degree program offerings. This program has been shelved for at least five years.

Financial Impact (if any) to the department and university: None.

Proposal to Eliminate Degree Program: Ph.D. in Propulsion Systems Engineering

Name of program: (Non-departmental) Ph.D. in Propulsion Systems Engineering.

Final semester program was open for new admits: This is a degree from 5/26/2000 that has not been offered in many years so there are no admits and the program is currently in a shelved state.

Plan to complete all enrolled students and any returning students: There are no students currently enrolled.

Reason for Elimination: Cleaning up old degree program offerings. This program has been shelved for at least five years.

Financial Impact (if any) to the department and university: None.

Proposal to Eliminate Degree Program: PH.D. in Engineering Mechanics

Name of program: Ph.D. in Engineering Mechanics.

Final semester program was open for new admits: This is a degree from 2/15/1963 that has not been offered in many years so there are no admits and the program is currently in a shelved state.

Plan to complete all enrolled students and any returning students: There are no students currently enrolled.

Reason for Elimination: Cleaning up old degree program offerings. This program has been shelved for at least five years.

Financial Impact (if any) to the department and university: None.
Proposal to Eliminate Degree Program: M.S. in Business Administration

**Name of program:** M.S. in Business Administration.

**Final semester program was open for new admits:** This is a degree from 2/10/1962 that has not been offered in many years so there are no admits and the program is currently in a shelved state.

**Plan to complete all enrolled students and any returning students:** There are no students currently enrolled.

**Reason for Elimination:** Cleaning up old degree program offerings. This program has been shelved for at least five years.

**Financial Impact (if any) to the department and university:** None.

Proposal to Eliminate Engineering Mechanics, Ph.d. Degree Program: M.S. in Engineering Physics

**Name of program:** M.S. in Engineering Physics, Ph.D.

**Final term semester program will be open for new admits:** This is a degree from 1950 that has not been offered in many years so there are no admits and the program is currently in a shelved state.

**Plan to complete all enrolled students and any returning students:** Not applicable as there are no students currently enrolled. Any returning students with existing credits may have those credits applied towards a currently offered degree, with department approval and if the credits are consistent with the new program.

**Reason for shelving Elimination:** Cleaning up old degree program offerings. This program has been shelved for at least five years.

**Financial Impact (if any) to the department and university:** None.

Proposal to Eliminate Degree Program: Ph.D. in Applied Physics

**Name of program:** Ph.D. in Applied Physics.

**Final semester program was open for new admits:** This is a degree from 11/20/1987 that has not been offered in many years so there are no admits and the program is currently in a shelved state.

**Plan to complete all enrolled students and any returning students:** There are no students currently enrolled.

**Reason for Elimination:** Cleaning up old degree program offerings. This program has been shelved for at least five years.

**Financial Impact (if any) to the department and university:** None.
Graduate Academic Integrity Update

Pat Gotschalk
Associate Dean of Students
Debra Charlesworth
Assistant to the Dean of the Graduate School

Issues
- Plagiarism (intentional and negligent)
- Use of electronic files w/out authorization (solution manuals, quizzes, homework, tests, papers)
- Unauthorized Collaboration
  - Emerging issue – distance learning proctoring

Reported Academic Integrity Incidents

Academic Integrity Cases Involving Graduate Students

What are we seeing?
- Students with poor writing skills
- Students ignore course and assignment rules
- More multiple offenders – no learning curve
- Group violations
- Over-representation of international students and coursework only students

Rationalizations for Behavior
- Undergraduate classes were evaluated on tests only; hence, unfamiliar with importance of homework and projects
- Fear of low grades trumps academic integrity rules (shown in reflective papers)
- Group loyalty trumps University rules
- Students claim unfamiliarity with academic writing standards
Graduate Students Have Questions about Plagiarism

- Continuing education needed in paraphrasing and proper citation standards
- At Graduate School Orientation
  - 15% of students couldn’t identify cut-and-paste plagiarism
  - 10% of students thought switching the order of phrases in a sentence was sufficient paraphrasing
  - 20% of students thought that changing some words was sufficient paraphrasing

Graduate School Services

- Orientation – on campus program covers basic concepts and policies
- Thesis and dissertation review
  - Turnitin.com is available by student request, or on Blackboard at any time
  - Reviews available on ImageNow for advisors
- UN0500 – Effective Scholarship – covers additional areas of responsible conduct

Additional Resources

- Graduate School Summer Seminars – some with video
  - www.gradschool.mtu.edu/professional
  - Sample topics: Adobe Acrobat, Copyright, EndNote, MS Office Tips
  - Contact me if you need a speaker or want additional topics developed.
- Multiliteracies Center
  - Coaches can meet weekly with students for help with any type of communication

Questions?
Graduate Faculty Council – April 5, 2011

3a. Revisit Grad Student Award Nomination Process (Dean Huntoon)

Outstanding Graduate Student Teaching Award

Original Wording (from GFC handouts: November 3, 2009):
"Each academic school and department can recommend at most 40% of its
gradating graduate students who are eligible for the award to receive this
award each academic semester."

This was not practical to implement due to the fact that in order to get
students recognized in the commencement program, they had to be
identified *before* students/departments knew who was actually going to
graduate.

Current Wording (from Grad School website):
"Each academic school or department may recommend at least one and no
more than 20% of its graduate students to receive this award each
academic-year semester."

Related Issue - with time - just about every student could
be nominated and then the award ceases to be an acknowledgement of
exceptional teaching. In one year, almost half (40%) of the students in
a school or department could be nominated.

Dean Huntoon’s recommended wording:
"Each academic school or department may recommend at least one and no
more than 2.5% of its graduate students to receive this award each
academic-year semester."

This preserves the intent of the award which was to acknowledge
exceptional performance in the classroom. If 2.5% of the total number of
students results in a fraction of a student, we will round up (e.g., if
there 100 students in a department, the department could nominate 3 each
semester).
Dean's Award for Outstanding Scholarship

Original Wording (from GFC handouts: April 7, 2009):
"Each academic school or department can recommend that up to 10% of its graduating graduate students receive this award each year."

This was not practical to implement due to the fact that in order to get students recognized in the commencement program, they had to be identified *before* students/departments knew who was actually going to graduate.

Current Wording (from Grad School website):
"Each academic school or department may recommend up to 10% of its total graduate student enrollment to receive this award each academic-year semester."

Related Issue – we recently changed the base of students from the number expected to graduate to the total enrolled students, but did not change the allowed percent. We changed the base due to the inability to accurately predict the number of students who will graduate in a given semester. While individual nominees must be expecting to graduate in the current semester, the number of those who may be nominated is 10% of the total enrolled students and allows for a large number to be nominated each semester.

Dean Huntoon's recommended wording:
"Each academic school or department may recommend at least one and no more than 1% of its graduate students to receive this award each academic-year semester."

This preserves the intent of the award which was to acknowledge exceptional scholarship. If 1% of the total number of students results in a fraction of a student, we will round up (e.g., if there 125 students in a department, the department could nominate 2 each semester).
Graduate Application Materials

_Items to be sent:_
- Application
- Statement of Purpose
- Test Score Report (or copies of results)
- Transcripts (UG / MS)
- Resume / CV
- Letters of Recommendation
- Financial Documents
- Visa / Passport etc.

_Items proposed not to be scanned and attached:_
- Intermediate and Secondary School Documentation
- Publications
- Research Documents
- Previous Thesis
- Writing Samples
- Certificates