Graduate Faculty Council  
Tuesday 2/6/07 4:00pm

1. Called to Order 4:06 pm
2. Minutes of 11/7/06 approved unanimously; Diehl 1st, Anderson 2nd
3. Old Business; Master’s Committee; Carl Anderson
   • Please refer to handout (attachment pages 1-3); review of existing policy; review of proposed change
   • Note: no upper limit on # of advisors or committee members; allows adjunct faculty; allows non-Graduate faculty; no barriers to collaboration or interdisciplinary
   • Discussion of language specifying committee “Chair” to be from Home Dept.; may be a limitation
   • Discussion of process for getting Adjunct status (Huntoon)
   • Discussion of Co-Chair responsibilities
   • Auer (biology) expressed department against proposal due to lack of diversity on committees
   • Martin: Motion to accept proposal as presented, Diehl 2nd, passed all ‘ayes’ except Auer (nay)
4. Old Business: Graduate School tracking forms; Nancy Byers-Sprague
   • Some discussion; no criticism; Keith approves 3 GSO proposed changes by acclamation
5. Old Business: ‘Last Term’ deadlines
   • Review of existing policy
   • Proposed revisions – please see handout (attachment pages 4-7)
   • Discussion of wording in “Enrollment Policies”; possible scenarios discussed
   • Wording change proposed to disallow *all* students from receiving support after degree requirements are met
   • Discussion of wording in “Full-Time Status”; some wordsmithing proposed; Huntoon to revise and bring to next GFC meeting for approval {Action Item}
6. Meeting adjourned 5:06 pm

Summary of Action Items
Graduate School – Revise “Full-Time Status”
Attendance (Affiliation)
Jason Keith (President)
Jackie Huntoon (Grad School)
Nancy Byers-Sprague (Grad School)
Sonia Goltz (SBE)
Carl Anderson (ME-EM)
Jimmy Diehl (Geology/Mining)
Patrick Martin (Social Sciences)
Melissa Meyer (EE)
William Yarrock (Education)
Nancy Auer (Biology)
Heather Youngs (Biology)
Seth Donahue (BME)
Brian Davis (Technology)
Soner Onder (CS)
Judith Perliger (EPD2)
David Tobias (GSC)
Existing wording:
http://www.admin.mtu.edu/rgs/graduate/mss-science.html

"Examination Committee—Must be nominated by the chair of the major department, usually in consultation with the advisor, and approved by the dean of the Graduate School. At least three of the four examiners must be members of the graduate faculty and at least one of the graduate faculty must be from outside the major department."
New wording (replaces text in red ink)...

The Committee must consist of at least three graduate faculty members. The primary advisor, or the co-advisor, who serves as chair of the committee must be from the student's administrative home department. At least one of the graduate faculty must be from outside the administrative home department.
Features:

- No upper limit is prescribed
- Allows adjunct faculty participation
- Allows non-graduate faculty participation
- No barriers to collaboration or interdisciplinary work
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Registration

**Important Note:** There is a difference between registration and enrollment. The process of signing up for courses is called registering. Students are charged tuition and fees when they register. Students are enrolled after they pay the tuition and fees. **It is each student’s personal responsibility to properly register and enroll for courses.**

Graduate students are required to register each academic-year semester (fall and spring) from the time that they enter a graduate program until the time they receive their degree. Although every effort is made to ensure that the Schedule of Classes is accurate, unforeseen circumstances may result in cancellation or changes in the days, times, rooms, and/or instructors of section(s) or course(s) between the time that courses are first announced and the time that registration and enrollment are due.

Students must complete their initial registration and enroll prior to the billing due date (posted on the Academic Calendar; typically the Wednesday before classes start). Students who fail to enroll prior to that date will be charged a $50 late enrollment fee. Students who fail to enroll by the close of business on the first Wednesday of each academic-year semester will have their schedules dropped and a $100 late registration/enrollment fee will be assessed upon enrollment.

Students may make changes to their schedules without penalty up until the second Wednesday of each academic-year semester. Students should note that schedule changes may result in a refund or additional charges on their bill.

Students may drop courses through the end of the third week of each academic-year semester without a penalty. No grade will be reported. From the beginning of the fourth week through the end of the eighth week of a semester, courses dropped will be indicated by a grade of W (late drop) on the transcript. Courses cannot be dropped after the eighth week of a semester without the written permission of the dean of the Graduate School. Such permission is granted only in rare instances.

**Tips on Registering and Enrolling**

- To register, go to the Web Registration page (Banweb).
- After registering, go to the online billing page to view and pay bills.
• It is important that students process their bills even if there is a zero ($0.00) or credit balance. If there is a zero or credit balance, click the button at the bottom of the online bill to complete enrollment.

• Bills may be paid on the web using a credit card (Visa, MasterCard, and Discover are accepted).

• Bills may be paid in person at the Cashier's Office using cash, check or money order. Credit card payments are processed online only.

• Late fees are the responsibility of the student. They will not be paid by academic departments or the Graduate School.

• If a student is receiving financial support from Michigan Tech, a credit will appear on their billing statement on the first business day after the department initiates the internal-support process. If a student finds that promised support is not credited, the student should contact the academic department immediately. Each student is responsible for making sure their bill is paid by the payment due date.

• If a student is unable to pay their bill in full by the payment due date, a deferred payment plan is available through consultation with Accounts Receivable. Click the button at the bottom of the online bill to apply.

Enrollment Policies

All graduate students, including Distance Learning students, must be enrolled during each academic-year semester.

Graduate students supported by full-time teaching, research, or administrative assistantships or by fellowships must be registered as full-time students and complete a full-time credit load during each semester (including summer) for which they receive support. Full-time enrollment may also be required by insurance companies, lending institutions, and/or the Immigration and Naturalization Service. Note that domestic students may only receive support for a maximum of one semester after they successfully complete all requirements for their degree and that international students cannot receive support after completion of their degree.

Full-Time Status

A graduate student is considered full time during the academic year if they enroll for at least nine credits. Enrollment in one credit of research or one course is considered full time during the summer semester. A student is considered half-time if they are enrolled for five to eight credits during an academic-year semester.

Students enrolling in fewer than the full-time number of credits may be at risk of losing their financial assistance or visa. Any international student who is considering enrolling for less than nine credits should consult International Programs and Services (IPS) to ensure that their visa status will not be jeopardized.

A graduate student taking fewer than nine credits during an academic-year term is considered full time at Michigan Tech in the following instances:
• The student is enrolled in a course that carries full-time status regardless of the number of credits, e.g., co-op (UN5000). A list of these courses can be found at: <http://www.admin.mtu.edu/rgs/graduate/fulltimecourselist.html>.
• The student is dual-enrolled at Michigan Tech and an affiliated university and the student’s total credit load equals or exceeds nine credits. An affiliated university is one with whom Michigan Tech has a formal written agreement for exchange and/or dual enrollment of students. Enrollment at the affiliated university must be documented to the Graduate School by the student’s home department at Michigan Tech.
• The student has successfully completed their final oral defense prior to the end of one of the preceding two semesters (including summer).
• The student has successfully completed all of the courses required for their coursework-only degree during one of the two preceding semesters (including summer).
• The student is faced with extenuating circumstances that make it impossible to maintain a full-time load. Written requests for permission to drop below full-time should be submitted to the dean of the graduate school. The dean of the graduate school will consider the student’s request and will make a decision after consulting with the student’s advisor and/or others involved.

Continuous Enrollment

Having begun a graduate program, students must be enrolled every academic-year semester until they complete their degree. “Completing” a degree means successfully completing all required courses, turning in all paperwork, and, if required by the degree program, defending and turning in a final version of a report, thesis or dissertation. Graduate students are not required to register for summer term in order to fulfill the continuous enrollment policy. Graduate students who are supported, completing their degrees, or using University facilities during the summer must be enrolled for summer semester.

Students must be enrolled for a minimum of one full credit during the term in which they complete their degree. Students who defend their report, thesis, or dissertation, but fail to submit a final version or fail to complete any paperwork must be enrolled each fall and spring semester until their degree is completed. Students turning in paperwork or a report, thesis, or dissertation during summer must be enrolled for summer semester.

A waiver of continuous enrollment status is available to students who will be making no progress toward their degree during a given term due to extenuating circumstances. Waivers will be for one semester except in the most serious situations. All waivers must be approved by the dean of the Graduate School. Students who are not enrolled have no access to campus facilities (e-mail, library, labs, computers, etc.) and no access to faculty time.

If a student fails to continuously enroll and the requirement for continuous enrollment has not been waived by the graduate school, the student will be considered inactive. Inactive students must apply for readmission and pay all past-due continuous enrollment fees prior to returning to active status.

Continuous Enrollment Courses

Students who find themselves in situations that make it impossible for them to register and enroll in regularly scheduled courses, including research, may be eligible to register and enroll in one of the following continuous enrollment courses.
UN5951: Graduate Status - Maintenance of Continuous Enrollment
00 credits (fee only, $100)
1. Meets continuous enrollment requirement for graduate students needing "time out" for special circumstances and for programs with inactive terms.
2. No access to advisor's time or campus facilities.
3. Enrollment includes e-mail and library privileges.

UN5952: Report, Thesis, Dissertation - Independent Writing and Revision
0.25 credits (billed at regular tuition rates)
1. Meets continuous enrollment requirement for graduate students engaged in writing or revising a report, thesis, or dissertation.
2. Open only to students who have completed all course and credit requirements.
3. Limited access to advisor's time (about 1 hour per month based on the standard conversion of 1 credit = 1 contact hour per week).
4. No access to labs and other campus facilities.
5. Allows for e-mail and library privileges.
6. Requires advisor's permission to register.

UN5953: Final-Term Graduate Registration
0.75-1.0 variable credits (billed at regular tuition rates)
1. Meets final-term enrollment requirement for graduate students defending a report, thesis or dissertation and returning from enrollment in UN5951/5952.
2. Students completing a course-work only degree may register with permission of the graduate school.
3. Late enrollment after the billing due date carries the standard late fee; no waivers granted.
4. Computer lab access is not included. If campus computing facilities are necessary, the student must pay the basic computing fee to the appropriate department.

Readmission

Any University graduate student whose enrollment is interrupted for one or more non-summer semesters or who has been dismissed or requested to withdraw must apply for readmission. The application for readmission should be submitted well in advance of the beginning of the term in which the student wishes to resume her/his degree program.

Students returning after failing to maintain continuous enrollment must apply for and be granted readmission and must pay a readmission fee equivalent to the cost of having maintained continuous enrollment through enrollment in UN5951 for each non-summer term during which the student was inactive.