



Morgan State University

Graduate Council Meeting

AGENDA

November 13, 2018

Meeting time: 11:00 AM to 1:00

PM Room: McKeldin Center 319

1. **Introductions**
2. **Approval of the Agenda**
3. **Approval of the Minutes of October 16, 2018**
4. **Committee Reports/Discussion**
 - **Policies and Procedures Committee**
 - i. Tabled Actions from September 11, 2018
Items Attached: Please review.
 - **Curriculum Committee - Action Item**
 - i. Tabled Actions from September 11, 2018
 - ii. Proposed Courses for Approval
5. **Administrative Updates**
 - i. Fall 2018 Graduation Audit Update
6. **DocuSign Graduate Faculty Process**
7. **Other Business/Announcements**
8. **Adjournment**

ACTION ITEMS**Action Item 2 (Tabled September 11, 2018)****DRAFT****NEW SECTION****11. GROUNDS FOR PROGRAM DISMISSAL**

Students are expected to maintain professional conduct appropriate to the discipline and to follow the directions and advisement of program faculty and administrators. Some disciplines have professional organizations that publish codes of conduct, code of ethics, and/or code of professional standards. The University maintains a student code of conduct as well. Violations of a University or professional code of conduct, ethics, or professional standards or failure to comply with the program guidelines and curricular directives can serve as grounds for program dismissal. Grounds for program dismissal also include following:

- Failure to meet the specific conduct requirements of the program administrators and faculty;
- Failure to comply with advice and directives of program faculty and administrators;
- Violation of a professional code of conduct, code of ethics, or comparable disciplinary guideline addressing expectations for professionalism;
- Violation of the standards of academic integrity as specified elsewhere in this document (**Cross reference here**);
- Violation of the University student code of conduct (**Link or exact current title here**).

A recommendation for dismissal of students meeting one or more of these conditions shall be made by the program coordinator/director according to the lines of authority (typically department chair or comparable unit head), and copied to the academic dean of the school in which the student's program is housed. The recommendation is then forwarded by the dean of that school/college to the Dean of the School of Graduate Studies. Final decision for academic dismissal is made by the Dean of the School of Graduate Studies in consultation with the academic dean of the school. Violations of the University Student Code of Conduct may lead to recommendations for dismissal initiated by any appropriate administrator.

A letter of dismissal will specify the date on which the dismissal becomes effective and any potential for eligibility to enroll in other Morgan State University programs. In special cases, the student may be barred from continuing in the current program but remain eligible for admission to another program.

End of proposed addition.

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Action item 4 (Tabled September 11, 2018)

ADDED LANGUAGE TO APPEALS PROCEDURES with MODIFICATIONS

NEW NAME**12. APPEALS****Preamble**

These guidelines are premised on core University values which imply that all students have the right to pursue their studies in an environment that promotes optimum learning and development. These guidelines are intended to ensure that students receive fair treatment in both curricular and co-curricular learning environments. The University has procedures for action on specific issues such as race discrimination, sex discrimination, academic and non-academic misconduct, and sexual harassment. The guidelines contained herein apply only to grade appeals and other situations involving program requirements, plans of study, program dismissal, qualifying or comprehensive examination procedures, and thesis and dissertation defenses as well as matters pertaining to the roles, responsibilities, and sanctions against Graduate Assistants.

Only procedural issues are considered appealable. Appeals must be based upon procedural issues arising from the application of the published rules and regulations of the program, department, or School/College, and/or the published rules and regulations the School of Graduate Studies or University. The primary exception to this limitation is appeals for reinstatement, in which the student is appealing for an opportunity to correct the items that resulted in dismissal or separation from the program.

There are two basic forms of appeal, **Administrative** and **Adjudicated**. The primary difference is that Administrative Appeals proceed through the hierarchy of administration, while Adjudicated Appeals invoke School or College adjudication panels and then a School of Graduate Studies review panel. All initial requests for reinstatement following a dismissal action must first pass through an Administrative appeal.

12.A. Administrative Appeals for Reinstatement**Scope and Conditions of the Administrative Appeal**

In many circumstances of academic dismissal, faculty and program administrators may be convinced that, under the appropriate conditions, the student should be able to succeed with intensive monitoring and a specific plan of action in place. Additionally, academically dismissed students often have one or two courses that must be retaken to restore good standing. Other appeals for reinstatement include individuals who have experienced a significant lapse since last enrollment or left with pending coursework incomplete. These cases are eligible for an administrative appeal that is less involved than the formal process of the Adjudicated Appeal.

Procedures

The Administrative Appeal (even though more it may appear to be an informal appeal) must be properly documented, student statements retained, and specific curricular plans must be developed to address whatever deficiencies have been identified. Approval or acknowledgment signatures of all parties must be secured.

Administrative Appeal Process

The student must initiate the appeal, to which the program director or advisor must respond and provide a plan of action that is endorsed by the program, the Academic Dean of the School or College in which the student's program is housed, and the Assistant Dean of the School of Graduate Studies. The Assistant Dean reviews the complete student record and assembles the documents for review. The Dean of the School of Graduate Studies then reviews the appeal, the student's statement of commitment to success, the plan of study as provided by the program, and the endorsement of the academic dean.

Outcomes and Obligations

With a successful appeal, the Dean of the School of Graduate Studies will prepare a letter of reinstatement addressing the details of the conditions upon which the student is being reinstated. It is the obligation of the student to accept these conditions. The program is responsible for monitoring the progress of the student toward successful recovery of the status, i.e., "good standing." For the duration of the plan of action, the student being reinstated following an academic dismissal shall remain in the status of "continuing probation." Specific conditions that apply to students seeking reinstatement for reasons other than academic dismissal shall be addressed in the letter of reinstatement provided by the Dean of the School of Graduate Studies.

Timing

Academic Dismissals occur on a schedule of review that may make a ten-day limit unreasonable for both student and responding faculty. Such an appeal should occur prior to the end of the drop-add period. Appeals for readmission and reinstatement thus should be initiated no later than a week before the start of a term. Appeal of a dismissal action must be initiated prior to the term following the term of dismissal. Thus, students dismissed at the end of the Spring term must appeal for reinstatement no later than one week prior to the start of the Fall term. A Fall dismissal must be appealed at no later than one week prior to the beginning of the following Spring term.

12.B. Administrative Appeals Addressing Actions other than Dismissal

The Administrative Appeal Process described in the Section 12.A may be followed to address any issue of adverse action (Preamble, above). The Administrative Appeal must begin within ten (10) business days of the action being appealed (excluding the actions identified in Section 12.A). The intent is to resolve minor issues quickly and to the satisfaction of all involved. A student who is unsuccessful in seeking an administrative resolution may initiate an Adjudicated

Appeal as described in Section 12.C. The ten-day period for initiating an Adjudicated Appeal begins at the conclusion of the Administrative Appeal.

Outcomes and Obligations

The Dean of the School of Graduate Studies will prepare a letter of addressing the details of the appeal and the recommendations and outcome of the process. The student, the program, the academic dean, and the student's file will receive a copy of the letter.

12.C. Adjudicated Appeals

Scope and Conditions of the Adjudicated Appeal

Students wishing to appeal procedural issues arising from the application of the published rules and regulations of the program, department, or School/College, and/or the published rules and regulations the School of Graduate Studies or University should maintain enrollment and continue working on degree requirements during the appeals process.

Students not adhering to their academic program or to School of Graduate Studies appeals policies and procedures, or acting in a manner that is inconsistent with department, School or College, School of Graduate Studies, or University policies may forfeit the right to further appeals.

Procedures

The following procedures are intended to provide a venue for an appeal that represents an equitable resolution at the level of the department or school, with the best interests of all parties. An appeal to the School of Graduate Studies should be reserved for rare situations.

School/Department Level Appeals Process

A student's first attempt to resolve a perceived procedural violation must be made directly with the involved parties within a period of 10 business days of the perceived procedural violation. Programs and departments should define their own appeals procedures and these must be followed. If program and department procedures have been exhausted without resolution, the issue should be referred to the academic program's dean. If there is no resolution at that level a written appeal should then be submitted to the Dean of the School of Graduate Studies.

Appeal to School of Graduate Studies

Appeal to the Dean of the School of Graduate Studies must be made within 10 business days of the conclusion of the Department/School level appeals process. The Dean of Graduate Studies will then convene an Appeals Review Committee to review the complaint and to make recommendations. Convening this committee is solely at the discretion of the Dean of Graduate Studies and must be done within 10 days of receiving notification of the complaint. When convened, this Committee shall be made up of two to four appointees of the Graduate Council *and* one graduate student representative, for a total of three to five members. The committee shall confer with all involved parties including the academic program's dean and should complete its work and tender its recommendation within one month of appointment.

Under these circumstances, the Graduate School Dean's decision to accept or reject the recommendations of this committee shall be the final step of the appeals process.

Outcomes and Obligations

The Dean of the School of Graduate Studies will prepare a letter addressing the details of the appeal and the recommendations and outcome of the process. The student, the program, the academic program's dean, and the student's file will receive a copy of the letter.

End of modification and proposed addition.

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