MINUTES
MEETING OF THE GRADUATE COUNCIL
October 17, 2018

The Graduate Council met on Wednesday, October 17, 2018, at 3:30 p.m. in 229 Terrell Hall.

Members present: Hamid Arabnia, Fikri Avci, Michael Cacciatore, Georgia Calhoun, John Campbell, Joon Choi, Chad Clay, AnneMarie Conner, Denise Lewis, Laura McAndrews, Javad Mohammadpour, Masaki Mori, Cindy Hahamovitch, Tina Harris, Jeffrey Mullen, Kerry Oliver, Craig Osenberg, Amy Pollard, Leara Rhodes, Katherine Thompson, and Ming Zhang. Suzanne Barbour, Ron Walcott, Cheri Bliss, Robin Bingham, and Kristin Lawrence represented the Graduate School.

Members absent: Houjian Cai, Georgia Harrison Hall, Victoria Hasko, John Hulland, Jessica Muilenburg, Daniel Perez, James Reap, Marc Van Iersel, and Dehai Zhao.

Dean Suzanne Barbour called the meeting to order at 3:35 p.m.

Minutes of the September 19, 2018, Graduate Council meeting were approved as posted on the Graduate School website.

Graduate Council Committees Reports and Action Items

A. Administrative Committee
   Rotating Chair
   No business to report.

B. Appeals Committee
   Amy Pollard, Chair
   No business to report.

C. Program Committee
   Fikri Avci, Chair
   Since the last meeting of the Graduate Council, the Program Committee has reviewed and approved three proposals. The Program Committee would like to bring the following action items to the Graduate Council for its approval.
   - **Action Item:** Request from the School of Social Work to create a new Online Master of Social Work degree program. Approved.
   - **Action Item:** Request from the College of Education to create a new Graduate Certificate in Organization Coaching. Approved.
   - **Action Item:** Request from the College of Agricultural and Environmental Sciences to add a non-thesis option to the Master of Science in Poultry Science degree program. Approved.

D. Strategic Planning Committee
   Georgia Calhoun, Acting Chair
• **Action Item:** Proposed revisions to doctoral defense section of Graduate Bulletin. *Approved.*
• **Action Item:** Proposed revisions to master’s defense section of Graduate Bulletin. *Approved.*
• **Action Item:** Addition of non-thesis based master’s defense section to Graduate Bulletin. *Approved.*
• **Action Item:** Proposed changes to dissertation section of Graduate Coordinators Handbook. *Approved.*
• Action Item: Proposed revisions to dismissal policy. *Approved.*

**Old Business**
No old business.

**New Business**
No new business.

**Information Items**

Curriculum Report: The Graduate School has approved 14 new courses, 28 course revisions, and 3 deletions.

The meeting adjourned at 4:25 p.m.
Doctoral and Masters Defenses

Revised Language for Doctoral Defense Section of Graduate Bulletin

The defense of the dissertation will be chaired by the student’s major professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or videoconference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The advisory committee must approve the student’s dissertation and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester. If a University program would like to deviate from the above policy, the following steps must be taken: (1) request approval from the Graduate School for the revised policy that will be used for program level defenses, (2) documentation in the program’s handbook on the revised policy approved by the Graduate School for the program. Such deviations must be applied to all students in the program.

Revised Language for Thesis-Based Masters Defense Section of Graduate Bulletin (http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/)

The defense of the thesis will be chaired by the student’s major professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or videoconference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The advisory committee must approve the student’s thesis and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the thesis must be reported to the Graduate School at least two weeks prior to graduation for the current semester. If a University program would like to deviate from the above policy, the following steps must be taken: (1) request approval from the Graduate School for the revised policy that will be used for program level defenses, (2)
Revised Language for Non-Thesis-Based Masters Defense Section of Graduate Bulletin

Non-thesis-based graduation requirements could include examinations, capstone projects, and other indices of mastery of content. Those requirements are delineated in individual program handbooks.

Revised Language for Dissertation Section of the Graduate Coordinators Handbook (p. 37, 38)

A notification must be posted at least two weeks before the defense. The notification includes the candidate’s name; date, time, and place of defense; list of committee members; and the title of the doctoral dissertation. An electronic notification form is available on the Graduate School website gradstatus.uga.edu.

The defense of the dissertation will be chaired by the student’s major professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or videoconference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The advisory committee must approve the student’s dissertation and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester. If a University program would like to deviate from the above policy, the following steps must be taken: (1) request approval from the Graduate School for the revised policy that will be used for program level defenses, (2) documentation in the program’s handbook on the revised policy approved by the Graduate School for the program. Such deviations must be applied to all students in the program.

Approval by Advisory Committee. A dissertation will not be approved before candidacy has been established. The graduate coordinator must notify the Graduate School at least two weeks in advance of the defense of a dissertation. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone
who wishes to attend. The notification must include the date, time, place, list of committee members, and the title of a doctoral dissertation. An electronic notification form is available on the Graduate School Website gradstatus.uga.edu. A dissertation will not be approved before an approved program of study is on file in the Graduate School.

All of the members of the advisory committee should be present for the entire defense. If, for a good reason, a member cannot be present, the student must choose one of the following options:
(1) The absentee member may participate via a teleconference or video conference in which the comments of all participants can be clearly and consistently heard. The chair of the committee must sign the approval form for the absentee member, register his/her vote and indicate that the member’s participation was by teleconference or video conference (the major professor signs the absentee member's name followed by the majorprofessor's initials). The student and committee chair must appear in person for the defense. If the major professor is not able to attend the defense in person, they can designate a chair for the defense who is a current member of the committee.
(2) A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student’s research. If this occurs, a revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.
(3) The defense may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified.
The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if published) must be given as a footnote to the title on the first page of each manuscript to indicate the current status of each manuscript. In most cases, student must be the first author of each manuscript in this style. However, other manuscripts can be included if the advisory committee determines that the student has made a substantial contribution to a manuscript on which they are not first author. In such cases, a first author exception form must be filed with the Graduate School to document both the student’s contributions and that co-author publications are the norm in the student’s discipline. The Graduate School must receive proof of permission to use articles which have been published or accepted for publication.
Students may be dismissed by their program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow policies and procedures adopted by the program. The program must immediately notify the Graduate School of a dismissal. A program may dismiss a student for:

- Failure to pass comprehensive or other required examinations
- Inadequate academic progress
- Failure to meet program requirements (academic, professional)
- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical standards in individual program’s handbook

Program dismissal triggers dismissal from the UGA Graduate School. The student will be prevented from enrollment in future terms. Dismissal by a program may be appealed to the dean of the Graduate School after all avenues of appeal have been exhausted at the school or college level. This should be completed within 30 calendar days of the decision at the previous level.

If students are terminated, they may reapply to the Graduate School for admission to a graduate program in a different degree-granting unit unless the dismissal was triggered by:

- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical standards in individual program’s handbook