AGENDA

I. Reading, Correction and Approval of Minutes
   (April 9, 2020)

II. Review of Graduate Council Committee Membership and Responsibilities
   A. Parliamentary Procedures
   B. Committee Responsibilities
      1. Administrative Committee (Rotating Chairs)
      2. Appeals Committee (Christof Meile, Chair)
      3. Program Committee (Elizabeth Knight, Chair)
      4. Policy and Planning Committee (AnnaMarie Conner, Chair)

III. Graduate Council Committee Reports
   A. Appeals Committee
      Committee Report (Christof Meile)
   B. Program Committee
      Committee Report (Elizabeth Knight)
   C. Policy and Planning Committee
      Committee Report (AnnaMarie Conner)

IV. New Business
   A. An overview on the activities undertaken by the Graduate School in response to COVID-19.
   B. A summary of the most pressing concerns of our graduate students to date.
   C. Consideration of changes to policy for oral examinations.

V. Information Items
   A. Curriculum Report: The Graduate School has approved 48 new courses, 55 course revisions, and 26 deletions.
   B. Next meeting: Wednesday, September 23, 3:30pm, via Zoom

VI. Adjourn
Comps:

A student must pass formal, comprehensive written and oral examinations before being admitted to candidacy for the degree. These examinations are administered by the student’s advisory committee.

The written comprehensive examination, although administered by the advisory committee, may be prepared and graded according to the procedures and policies in effect in the student’s department. The oral comprehensive examination will be an inclusive examination within the student’s field of study. An examination of the student’s dissertation prospectus (proposal) may precede or follow the oral comprehensive examination but may not take the place of the oral comprehensive examination. All members of the student’s advisory committee must be present simultaneously for the oral examination and prospectus (proposal) presentation.

The oral comprehensive examination is open to all members of the faculty and shall be announced by the Graduate School. The graduate coordinator must notify the Graduate School of the time and place of the examination at least two weeks before the date of the examination.

Following each examination, written and oral, each member of the advisory committee will cast a written vote of pass or fail on the examination. To pass each examination, the agreement of the advisory committee is achieved with no more than one dissenting vote. An abstention is not an appropriate vote for the comprehensive examination. The results of both examinations will be reported to the Graduate School within two weeks following the oral examination.

PhD Dissertation Approval and Defense:


When the major professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read. The major professor will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense. The graduate coordinator must notify the Graduate School at least two weeks prior to the defense. Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University community. The committee members must have three weeks to read and evaluate the completed dissertation.

Written assent of the committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. No more than one dissenting vote may be allowed for the approval of the dissertation. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate School.

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 video conference, 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.

Once the dissertation has been approved by the advisory committee and the final oral examination has been passed, the dissertation must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester. Dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.