Graduate Council Meeting Minutes  
Coastal Carolina University  
October 1, 2014

Members Present: Spadoni College of Education – Howard Coleman for Linda Anast-May, Jeremy Dickerson, Emma Savage-Davis; Edwards College of Humanities and Fine Arts – Tripthi Pillai, Richard Johnson, Jason Ockert, Don Sloan; Wall College of Business Administration – John Mortimer; College of Science – Rick Peterson, Varavut Limpasuvan, Richard Viso; Kimbel Library – Cathy Goodwin; Registrar – Dan Lawless

Absent: Spadoni College of Education – Linda Anast-May, Ed Jadallah; Wall College of Business – Ken Small; Faculty Senate – Erin Burge

The meeting was called to order by Dr. James Luken at 11:45 a.m. in the Dawsey Conference Room, Edward Singleton Building

Old Business:

A. Approval of September 3, 2014 Graduate Council Minutes

Minutes were approved by Graduate Council

B. Curriculum Approval Process

There still seems to be some problems with pushing the graduate curriculum work flow. The weak link seems to be in the College Graduate Committee. Everyone needs to know the work flow process. All Graduate Council members need to work with the Chairs of their college committee on the procedures for pushing the work forward.

New Business:

A. 15 Hour Rule

The catalog reads: No student may take over 12 credit hours without the permission of the Program Coordinator/Director and the Dean of the college. This was questioned for some programs which require up to 15 credit hours (specifically M.A.T.) in a given semester. It was suggested that additional wording be added to this sentence in the catalog to read: No student may take over 12 credit hours without the permission of the Program Coordinator/Director and the Dean of the college unless a program requires more than 12 hours in a specific semester.

B. 6 Year Rule Regarding Transfer Credits and Program Completion Time

The 6-year rule for transfer credits aging out and the 6-year rule for the time frame for completing a degree were discussed.

1. It was suggested to take out of the catalog the following sentences regarding transfers credits. Transfer credit must be dated within the six year period allowed for a degree, and there is no revalidation mechanism for transfer credit that does not fall within the time limit. Then add a statement that the transfer credits will be at the discretion of the program and must be requested within the first year of the degree program.

2. The catalog currently reads: Students have a period of 6 years inclusive and continuous in which to complete degree requirements and claim the right of a specific catalog. It was suggested that this be changed based on degree: Master’s Degree – 6 years and Ph.D – 10 years.
C. **Program Standards**

Each program should have their own program standards on student standards regarding conduct, academics and program dismissal. Each program needs a clear statement for expelling of students. Program Directors need to write statement regarding academic expectations, and what to do when students have violated standards in a program such as cheating, plagiarism, threats, etc.

D. **Course Numbering**

Courses should be identified as graduate level based on their course numbers. The back of a CCU transcript defines graduate level courses as: Courses numbered 700-899 are generally restricted to graduate students; courses numbered 500 to 699 may be open to qualified undergraduate or to graduates. The Senior Privilege policy (form) allows undergraduate students who have earned a minimum of 90 credit hours and are within 30 hours of completing their undergraduate degree to take graduate classes for either undergrad or graduate credit. Students taking Senior Privilege are restricted to courses numbered 500 to 699?

Careful consideration should be taken when creating new programs and the numbering of courses for the program/s. The courses for new programs should be sequenced for that program. Previous course numbers cannot be reused for a specific time period.

E. **Spadoni College of Education**

Request for change to remove the EDUC 625 pre-requisites from the following courses. EDUC 625 has not been taught for many years and prerequisites are no longer needed.

EDSC 500, EDSC 515, EDSC 525, EDUC 547, EDSC 549, EDSC 552, EDSC 553, EDSC 575

Request approved by Graduate Council

Meeting adjourned 1:05 p.m.