Graduate Council Minutes 2015-05-04

Northern Illinois University

Follow this and additional works at: https://huskiecommons.lib.niu.edu/ua-gradcouncil

Recommended Citation
https://huskiecommons.lib.niu.edu/ua-gradcouncil/21

This Minutes is brought to you for free and open access by the Teaching & Learning Archives at Huskie Commons. It has been accepted for inclusion in Graduate Council Archive by an authorized administrator of Huskie Commons. For more information, please contact jschumacher@niu.edu.
Bond called the meeting to order at 10:05 a.m.

Approval of Minutes

Levin moved approval of the April 6, 2015, minutes; Smith seconded the motion, which carried unanimously.

Committee Reports

Colloquium Committee: Bond reported on the April 2, 2015, meeting. The committee met to review forty-one proposals. All were approved.

Graduate Faculty Membership Committee: Bond presented the following recommendations from the April 27, 2015, meeting for Council approval:

Foreign Languages and Literatures: Six senior members were renewed. Although the department recommended promotion of three full members to senior status, only two of those faculty members met the criteria. The other one will be renewed as a full member. One faculty member who is retiring will be removed from the department’s graduate faculty list. Three additional faculty members were not reviewed by the department or the committee because they were recently awarded full status. There were no proposed revisions to the department’s criteria. However, the committee recommended that the department revisit the minimum graduate teaching and service requirements for senior membership. Bond will contact the department.

Kinesiology and Physical Education: Three senior members were renewed and one full member was promoted to senior status. Seven full members were renewed. Two faculty members who are either retiring or resigning will be removed from the department’s graduate faculty list. There were no proposed revisions to the department’s criteria.

Nursing and Health Studies: Twelve senior members and nine full members were renewed. Two faculty members will be removed from the department’s graduate faculty
list. The committee approved the recommendations. There were no proposed revisions to the department’s criteria. However, the committee recommended that the department clarify the wording “…according to national standards in the discipline.” Bond will contact the department.

Gowen moved approval of the graduate faculty recommendations; Howell seconded the motion, which carried unanimously.

**Standards Committee:** Bond reported on the April 20, 2015, meeting. He reviewed a second attempt by the committee to revise the catalog and APPM sections regarding overloads, underloads, and application fees. The Standards Committee made a few minor revisions to address concerns raised by Graduate Council at its March meeting, specifically, regarding course load requirements for international students. Bond stated that the language was softened a bit to reflect what federal regulations allow. He explained that international students must be enrolled in 9 hours of coursework that applies toward their degrees. However, if the department approves a substitution, the Graduate School has a small amount of flexibility. Bond noted that international students cannot take undergraduate courses or audit courses to fulfill the 9-hour requirement, unless the undergraduate course is a deficiency. (See attached documents.)

Bond reviewed another minor change to the catalog regarding the composition of masters-level committees. The revision was initiated to align the catalog with the APPM. Specifically, the language was revised to reflect the policy that faculty scholars may chair comprehensive examination and thesis committees. In addition, at the last Graduate Council meeting, Levin noted that the committee composition sections of the catalog were confusing and suggested that they be completely revised for clarity. She agreed to draft the revisions, which were reviewed and approved by the Standards Committee. (See attached document.)

Stoddard moved approval of the proposed revisions to the catalog and APPM; Howell seconded the motion, which carried unanimously. The changes will be effective for fall 2015.

**New Business**

**Proposed Resolution:** Levin informed members that it had been brought to her attention that there is some movement on campus to convert certain civil service positions to graduate assistantships. She suggested that graduate assistantships, whenever possible, should be related to the student’s program of study and expressed concern about losing operating staff/civil service positions. Levin indicated that continuity and confidentiality were among her many concerns about converting civil service positions to graduate assistantships. She acknowledged that some graduate assistants are hired to do clerical work and indicated that her intent was not to affect those graduate assistantships, rather to prevent the conversion of existing civil service positions to graduate assistantships. Levin proposed a resolution, with the belief that it is only symbolic, for consideration and support of the Graduate Council.
Bond noted that the APPM states that the graduate staff assistant position is specifically designed for graduate assistants hired to do clerical, non-teaching, and non-research functions and pointed out that there was nothing in the resolution suggesting that those graduate assistantships should not exist.

Graduate Council discussed the resolution and made a few revisions reflected in the following statement:

*The Graduate Council opposes the conversion of clerical positions into graduate staff assistantships in order to fill positions previously occupied by civil service employees.*

*Graduate assistantships should contribute to the specialized educational and professionalization needs of advanced students.*

*GAs who are asked to fill clerical positions face increased taxes and are thus at a disadvantage in comparison to their peers.*

Hathaway moved approval of the resolution; Stoddard seconded the motion, which carried unanimously.

Bond was asked to forward the resolution in the form of a memo to the Office of the Provost with a copy to the Operating Staff Council.

**Announcements**

**Graduate Council Members:** Bond recognized the following faculty members and graduate students who have completed their terms on the Graduate Council: David Goldblum (GEOG); Drew Johnson (PHIL); Tingkai Liu (OMIS); Agnes Ma (ART); Aldo Rodriguez (LEPF); Scot Schraufnagel (POLS); Stacie Ueckert (AHCD). Bond thanked members for their service and highlighted the graduate students for their outstanding service on the Graduate Council and various subcommittees this year.

Meeting adjourned at 10:25 a.m.
Course Load

A graduate-level student's course load includes all courses for which the student is registered, graduate or undergraduate, whether taken for credit or audited. A course from which the student has officially withdrawn is no longer part of that student's course load. A full-time load for a graduate student or student-at-large in a fall or spring semester is 9 semester hours, and in summer session is 6 semester hours. A graduate-level student on academic probation may not enroll for an overload. A student in good academic standing considering an overload should seek academic advice and must obtain approval to carry more than 12 semester hours in the fall or spring semester or 9 hours in the summer session. For a graduate student in a degree program, this approval must be obtained, in advance, from the student's major department; for a student-at-large, the prior written approval of the office of the dean of the Graduate School is required.

Graduate students holding assistantships during a fall or spring semester are to carry 9 semester hours of course work throughout the semester. In the summer session, students on such appointments are to carry 6 semester hours. Reductions of up to 3 semester hours in the expected course load, and any overload, must be approved in advance by the appointee's major department. Any greater reduction must be approved in advance, in writing, by the appointee's department chair and the office of the dean of the Graduate School. Graduate students holding fellowships, internships, or similar appointments are bound by the above regulations unless the conditions of their appointments specify otherwise and the exception has the written approval of the Graduate School.

An international graduate student in F-1 or J-1 student status is required to carry 9 semester hours in the fall and spring semesters. Such a student is not required to be enrolled in the summer session to be in compliance with immigration regulations, but may be required to be registered in the summer under other university regulations, such as these pertaining to graduate assistants; see also "Continuous Enrollment." International graduate students not appointed to an assistantship, fellowship, or internship may take fewer than 9 semester hours in the fall or spring with advance permission from the student's major department and the office of the dean of the Graduate School. Permission can be granted only in circumstances defined by U.S. government regulations.

For the purposes of full-time enrollment certification to the U.S. Citizenship and Immigration Services of the United States Department of Homeland Security, international students in F-1 and J-1 status pursuing doctoral degrees registered for 3 semester hours will be considered full-time once all course work except 799 (dissertation) is complete and that continuous enrollment in 799 has begun. Students holding graduate assistantships must register for a minimum of 9 semester hours during fall and spring semesters and 6 semester hours during summer term (if a student has a graduate assistantship during the summer).

Students may obtain certification that they are pursuing their studies full-time only if they are enrolled in a full course of study as defined above for their particular situation. A student with an approved underload is, by definition, not enrolled for a full course load. Therefore, such a student cannot expect to obtain official verification of full-time status, for purposes such as deferment of educational loans, for example.
Course Load

Graduate students may be required to enroll full time. The definition of full-time enrollment may vary depending on the context. For example, requirements established by academic programs, lending agencies, government regulations, employing entities, and certain insurance policies may utilize different definitions of full-time enrollment.

A full-time load for a graduate student or student-at-large in a fall or spring semester is 9 semester hours and in the summer term is 6 semester hours. A graduate-level student’s course load includes all courses for which the student is registered. A course from which the student has officially withdrawn is no longer part of that student’s course load.

A student enrolled in less than a full-time load will not receive official verification of full-time status for any purpose.

International students on an F-1 or J-1 visa must be enrolled full time for the purposes of Student Exchange and Visitor Information System (SEVIS) reporting. International students must be enrolled in a minimum of 9 semester hours in each fall and spring semester. Except in circumstances allowed by Federal regulation, those hours must meet degree requirements of the academic program to which the student is admitted. International graduate students who have a documented requirement to enroll in an undergraduate course or courses to address a perceived deficiency meet requirements of SEVIS reporting if they are enrolled in a fall or spring semester while enrolled in a combination of the specified deficiency courses and courses that count toward their degree, provided that the total semester hours in which they are enrolled equals at least 9.

International students may not count audited courses toward meeting their enrollment requirement.

International students on an F-1 or J-1 visa whose first term of study is the summer must enroll in 6 semester hours as described above. For the purpose of SEVIS reporting, continuing students need not enroll in the summer term. However, they may be subject to other university policies that require enrollment. (See “Assistants and Fellows” below and “Continuous Enrollment.”)

In circumstances defined by government regulations, international students may receive permission to register for less than full-time hours. Most commonly, students enrolled in their final semester of course work may request and receive an under load. An F-1 or J-1 student requesting such an under load must do so using the appropriate e-form on the Graduate School web page.

Additionally, for the purposes of full-time enrollment certification in SEVIS, international students in F-1 and J-1 status pursuing doctoral degrees registered for 3 semester hours will be considered full-time once all course work except 799 (dissertation) is complete and that continuous enrollment in 799 has begun, provided that they are not subject to the policies
governing “Assistants and Fellows.” An international doctoral student requesting such an under
load must do so using the appropriate e-form on the Graduate School web page.

All policies governing international student enrollment are ultimately governed by U.S.
regulations and laws and are subject to change without notice.

Assistants and fellows who are U.S. citizens or lawful permanent residents and who hold
assistantships during a fall or spring semester should carry 9 semester hours of course work
throughout the semester. In the summer term, assistants should carry 6 semester hours.

Reduction of up to 3 semester hours in the expected course load requires that the assistant
consult with his or her degree program coordinator and adhere to program policy on enrollment.
Failure to adhere to program policy on enrollment may result in termination of the assistant
and/or dismissal from the program. Any reduction greater than 3 semester hours must be
approved in advance, in writing, by the appointee’s department chair and the office of the dean
of the Graduate School. An e-form for requesting an under load can be found on the Graduate
School webpage.

International assistants and fellows, except as previously described, must be registered for at
least 9 semester hours of course work throughout the semester. If they are appointed to an
assistantship or fellowship in summer, international assistants and fellows should be enrolled in 6
semester hours of course work; in the summer, international assistants and fellows are eligible
for a reduction of up to 3 semester hours upon consultation with their program coordinator and
eligible for a further reduction with prior approval, in writing, by the appointee’s department
chair and the office of the dean of the Graduate School.

Maximum enrollment limits are established by the Graduate School. A student in good
academic standing may register for up to 16 semester hours in the fall and spring semester and
13 semester hours in the summer session. Enrollment in more than the established maximum—an
overload—may be granted in unusual circumstances on a case-by-case basis or when a student is
planning to enroll in courses with staggered start and end dates so that the student is not actively
engaged in excessive hours simultaneously. For a graduate student in a degree program, this
approval must be obtained, in advance, from the student’s major department and the Graduate
School; for a student-at-large, the prior written approval of the dean of the Graduate School is
required. An e-form for requesting permission to enroll in excessive hours can be found on the
Graduate School web page.

A graduate student or student-at-large on probation is urged not to attempt more than 9 semester
hours in the fall or spring semesters or 6 semester hours in the summer term. Normally, requests
for overloads for students on probation will not be approved.

Justification: The changes attempt to provide a). greater clarity about required course loads; b). lower
barriers for graduate assistants who wish to take a three hour course load reduction; and c). raise the
threshold for requesting an overload. The intent of these changes is to facilitate operational efficiency
and to lower unnecessary barriers to students attempting to take minor under loads and overloads.
Tuition and Fees

General Student Fees - Tuition

Graduate student tuition covers a portion of the cost of instruction and operation of the university. Generally, the tuition that graduate students enrolled in face-to-face programs pay provides access to Activity and athletic fees may be used to support services and privileges such as the use of the University Health Service; use of gymnasium recreational facilities and participation in intramural activities; admission to the Huskie Bus service, athletic events, concerts, dramatic productions, lectures, and speeches; and subscriptions to certain student publications. Additional charges for such services and privileges may be imposed as necessary.

Special Fees

Degree-seeking application fee U.S. citizens (nonrefundable): $40.00 $60.00
Application fee international (nonrefundable): $60.00
Non-degree seeking [student-at-large] (nonrefundable): $10.00
Enrollment certification fee: $3.50
Examination fees

Miller Analogies Test: $75.00
Foreign language translation examinations

Average proficiency: $45.00
High proficiency: $65.00

Graduation fee (nonrefundable): $35.00

(If a student fails to graduate at the close of the term for which the application for graduation has been submitted and the fee paid, the application can be transferred to a subsequent term. See section entitled "Graduation" elsewhere in this catalog.)

New international student fee: $125.00
Regional site course delivery fee: $50.00 - $321.00 per semester hour
Replacement identification card (after the first is issued): $25.00
Transcript fee: $5.00

The following fees are established by outside agencies; in the case of microfilming fees or examinations administered through NIU, the fee is collected by NIU for transmission to the agency.

Examination fees

Graduate Record Examinations
General Test (computer-based): $200.00
Subject Test (paper and pencil): $130.00
Writing Assessment (computer-based): $50.00

Graduate Management Admission Test (computer-based) $200.00

Class material fees, where applicable, will be billed as part of the total billing.

**Regional Courses**

Courses taught at regional sites are included in the calculation of tuition charges, but are excluded from total hours in the assessment of general student fees. Tuition charges are applicable to the total enrolled hours, with an additional delivery fee for each regional course. (See "Special Fees.")

*Justification*: These changes reflect the proposed new application fees for degree-seeking domestic applicants and for non-degree students. Those proposed changes are made to facilitate the adoption of third-party vendor for the application process. Other changes include removal of information about tests, which are charged by testing companies and removal of information about the structure of tuition that is no longer correct.
Payment for the application fee must accompany the submission of the application, unless the applicant is exempt from the fee. The following individuals are exempt from payment of the application fee: NIU operating and supportive professional staff, employed and retired NIU faculty, individuals who received a GRE or GMAT fee reduction or fee waiver, McNair Scholars, and qualified veterans under the Illinois Veterans' Grant (IVG) Program. Also exempt are students who have been enrolled in NIU graduate programs within one year prior to the start of the term for which they are seeking admission. Exempt applicants should contact the Graduate School to learn how to receive a fee-waiver code.
Academic Policies and Procedures Manual:

Enrollment Requirements for Graduate Assistants

22. Graduate students holding assistantships during a fall or spring semester are expected to enroll in 9 semester hours of course work no later than the close of business on the first day of classes. In the summer session, graduate assistants are expected to enroll for 6 semester hours no later than the close of business on the first day of classes. Failure to register as described or failure to remain enrolled for the prescribed number of hours may result in immediate termination of the appointment by Human Resource Services.

23. Reduction of up to 3 semester hours in the course load must be approved by the assistant's major department chair with submission of an online underload petition to the Graduate School. Reductions for up to 3 semester hours will be approved by the Graduate School, if approved by the assistant’s department chair and if the student is otherwise eligible for a reduction. Reduction of up to 3 semester hours in the expected course load requires the assistant to consult with his/her degree program coordinator and adhere to program policy on enrollment. Failure to adhere to program policy on enrollment may result in termination of the assistant and/or dismissal from the program. (For eligibility restrictions, see 26 below).

24. Reduction of more than 3 semester hours in the course load must be approved in advance, in writing (via the online underload petition) by the assistant's major department chair and the Graduate School.

25. Underloads for more than 3 semester hours will be granted only under extraordinary circumstances or as authorized in the Graduate Catalog. For example, an underload for more than 3 semester hours will be granted to a student whose assistantship duties require sustained participation in a summer field school, which because of the field school’s location precludes completion of additional coursework.

26. International graduate students on an F1 or J1 visa must enroll in 9 semester hours in the fall and spring semesters, unless receiving permission, in advance, for fewer hours from the office of the Dean of Graduate School. Such permission may be granted only in circumstances permitted by federal regulations.

Justification: The proposed change to the APPM reflects the proposed changes to the graduate catalog.
REQUIREMENTS FOR GRADUATE DEGREES

Composition of Examination and Thesis Committees

... All members of the comprehensive examination and thesis committee must hold the status of full, senior, or provisional member of the graduate faculty or serve as graduate faculty scholars be members of the graduate faculty at Northern Illinois University. The majority of the voting members of the comprehensive examination and thesis committee must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members and the committee chair must be full or senior members of the graduate faculty; and voting members must be members of the graduate faculty in the student’s program or a closely related one as determined by the department chair. A provisional member of the graduate faculty or a graduate faculty scholar may, with a full or senior member of the graduate faculty, co-chair a comprehensive examination or thesis committee. With regard to the voting members of the comprehensive examination and thesis committee:

a) A majority must be tenured or tenure-track faculty members at Northern Illinois University.

b) At least one-half of the members must be full or senior members of the graduate faculty at Northern Illinois University.

c) All members must belong to the graduate faculty in the student’s program or a closely related one as determined by the department chair (or designee).

A provisional member of the graduate faculty may, with a full or senior member of the graduate faculty, co-chair a comprehensive examination or thesis committee.

REQUIREMENTS FOR THE DEGREES

DOCTOR OF EDUCATION

DOCTOR OF PHILOSOPHY

Composition of Committees

Committees to conduct the candidacy examination and the oral defense of the dissertation will be nominated by the chair of the student’s department, approved by the college, and appointed by the dean of the Graduate School. Candidacy examination committees must be appointed no later than the conclusion of the semester or term preceding the semester or term in which the student will take the examination; dissertation committees must be formed before or soon after the student passes the candidacy examination. Membership of candidacy and dissertation examining committees will include representatives of major and minor fields. The number of voting members on such committees normally will be three to five, and at least three are required. All members of the committee must hold the status of full, senior, or provisional member of the graduate faculty or serve as graduate faculty scholars at be appointed to the graduate faculty of Northern Illinois University. The majority of the voting members of the committee must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members must be senior members of the graduate faculty; and all voting members must be graduate faculty members in the student’s program or a closely related one as determined by the department chair. A graduate faculty scholar or a full member of the graduate faculty
may, with a senior member of the graduate faculty, co-chair a dissertation committee. In addition, the dean of the Graduate School will serve as an ex officio, nonvoting member of all committees to conduct the oral defense of the dissertation. The dean or a dean’s designee is to participate in both parts of the defense. With regard to the voting members of the comprehensive examination and thesis committee:

a) A majority must be tenured or tenure-track faculty members at Northern Illinois University.
b) At least one-half of the members must be senior members of the graduate faculty at Northern Illinois University.
c) All members must belong to the graduate faculty in the student’s program or a closely related one as determined by the department chair (or designee).

A graduate faculty scholar or a full member of the graduate faculty may, with a senior member of the graduate faculty, co-chair a dissertation committee. In addition, the dean of the Graduate School or the dean’s designee will serve as an ex officio, nonvoting member of all committees to conduct the oral defense of the dissertation. The dean or a dean’s designee is to participate in both parts of the defense.