
OTHERS PRESENT: Karen Alarie

ABSENT: Mike Carter, Myron Floyd, Bryan Hoynacke, Art Rice, Michael Stoskopf

1. Approval of the minutes of the August 23, 2012 meeting of the Administrative Board of the Graduate School.

   The minutes of the August 23, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge will be following up with the fall semester regarding pending nominations for graduate and non-graduate faculty.

   A 3D memo on New Academic Program Planning and Prioritization Process from the Provost was distributed to Deans, Center Directors and Department Heads on September 6, 2012. The memo outlines the procedures that will be followed for the submission of new degree programs. In addition, a new tracking system was implemented by Dr. Hodge and the Graduate School web pages will be updated accordingly.

   Dr. Gallagher raised a question regarding the timing of submission of concentrations. Concentrations would need to be routed to SACS Committee Review Team (SCRT)
and the provost if resources are required, otherwise the proposal is submitted to the Graduate School.

3. **Enrollment Update**

Dr. Hodge reported that updates can be viewed through Business Objects.

Dr. Rufty announced that we are 81 new Ph.D. students short of our projection.

A question was raised if there would be any impact on the GSSP with the change in the rules.

4. **Update on Recent University Graduate Student Association (UGSA) Activities**

No report was available.

5. **Operational Items**

   - ENG 528 – History of the English Language – memo to change prerequisite – **Approved**
   - HI 586 – History and Principles of the Administration of Archives & Manuscripts – drop – **Approved**
   - HI 587 – Application of Principles of Administration of Archives & Manuscripts – drop – **Approved**
   - HI 588 – Conservation of Archival & Library Materials – drop – **Approved**
   - HI 592 – Advanced Museology – drop – **Approved**

6. **Course Actions**

   - GIS 512 – Introduction to Environmental Remote Sensing – **Tabled**
   - BIO/BMA 560 – Population Ecology – **Approved with revisions**
   - HI 591 – Museum Studies – **Approved with revisions**
   - HI 594 – Cultural Heritage – **Approved with revisions**
   - REL 482/582 – Religion & Conflict – **Approved with revisions**
7. Discussion Items

a. Certificate Rules - A few years ago graduate certificates were moved into the graduate career (from PBS). While under PBS they fit into a number of PBS restrictions that we have in the Handbook. Once moved, however, they became graduate students and thus not subject to the PBS restrictions. Initially we modified a few rules (like LOA) by adding “degree seeking” to graduate students. We have now reached the point where our transfer and withdrawal rules are being questioned. We need to resolve the conflicts.

The attached handout was discussed. No one was in favor of using the graduate student withdrawal procedure for certificate students so the Graduate School will work to get them added to the automated withdrawal procedure developed for PBS students. The Board reached a consensus on working the other changes noted in the handout into the Administrative Handbook.

b. Consent Agenda of Minor Actions

Discussed Graduate School procedures for minor course action changes.

8. Next scheduled meeting
September 20, 2012
10:00-12:00
D.H. Hill Library, Room 2320 (Faculty Senate Conference Room)
Pertinent Certificate Rules

The minimum number of credits required for a GCP is 12. Transfer credit from other institutions is not allowed for GCP. All course work must be registered for through NC State University.

D. Transferring Graduate Certificate Courses to a Master's Program

Transferring courses from a GCP to a master's degree program will follow the official Graduate School guidelines, which state "at least 18 hours of the minimum 30 hours required for the master's degree must be graduate credits earned while the student is enrolled in a graduate classification at NC State." The remaining 12 credit hours, or more depending on the requirements of the specific program, may be transferred from graduate credit earned while enrolled in a GCP at NC State University.

Board approved a double counting limit "At least 9 hours of the certificate program must *not* be counted toward another graduate certificate program." but that statement did not make it into the Handbook.

Transfer Course Scenarios

1. Hypothetical: 21 hr certificate, 30 hr MR degree
   a. Take the certificate first, then enter the MR program. How many transfer hours? We have a 12 hr limit established from every other source (PBS, outside institution, NCSU undergraduate, prev NCSU MR) except certificates. See below on double counting rules relative to multiple MR. **Current Interpretation based on old rules: 12 hrs from Cer to MS**
   b. Enter the MR program first, then decide to pick up a certificate. Double count all 21 hrs? Background: certificate rules require that 9 hrs be unique to each certificate – MR rules require that 18 hrs be unique to each program. **Current interpretation based on old rules: 18 hrs must be unique to MS program and 9 hrs must be unique to certificate.**

2. Hypothetical: 21 hr certificate, 72 hr PhD degree
   a. If certificate completed first, how many transfer hours? Rules currently restrict transfer credit to PBS courses only (12 hrs) but do not address certificates. **Current interpretation: 12 hrs transfer from certificate**
   b. If completed in parallel, how many double count? Rules require that 36 hrs be unique to the PhD in the case of multiple MR degrees combined with a PhD. Using that same logic, if 18 hrs were counted from a prev MR only 18 hrs would be left that would meet that rule. If no prev MR, it would seem that 18 hrs would be the double count limit. But we have no limits set for certificates and PhDs. **Current interpretation: 36 hrs must be unique to PhD program, so up to 36 hrs may be double counted if taken while a PhD.**

We do not require certificate Plan of Work so it is difficult to track this. If we have to track, we will have to create certificate Plans of Work (not a huge deal).

Withdrawals

Withdrawal processes are defined for graduate students. Withdrawal prior to the end of the official drop period requires only consultation with the DGP. Withdrawal after the drop deadline must be coordinated among the Counseling Center, the Assoc Dean, the DGP, and the Graduate School. Same for retroactive withdrawals.
What do we want for a withdrawal process for certificate students.

Leaves of Absence
We require continuous registration for graduate students however leave of absences only speak to degree programs.