

**FINAL**  
**SPECIAL MEETING OF THE GRADUATE AFFAIRS COUNCIL**

Friday, November 13, 2015  
1:00 p.m. – Heth Hall 043

**PRESENT:** Laura Jacobsen (*presiding/ex officio*), Brad Bizzell, Matthew Brunner, Ginger Burgraf, Art Carter, Susan Schoppelrey for Rana Duncan-Daston, Lori Elis, Alan Forrest, Pam Jackson, Doug Mitchell, Al Wojtera

**Staff:** Teri Hills (*recorder*), Julie Boone, Becca Conner

**Guest:** Kim Wilson, Tanya Rojewski

**1. CALL TO ORDER/INTRODUCTIONS**

The meeting was called to order at approximately 2:33 p.m. by Dr. Laura Jacobsen. Since this was a special called meeting to discuss proposed policies related to non-degree and transfer issues, no announcements were made.

**2. MOTIONS**

- Discussion was held for the fees process. A motion was made to charge a \$25 dollar application fee for non-degree seeking students only. The motion was seconded and approved. Transient graduate students at other institutions may be recommended to waive the application fee.
- Next, there was discussion of the percentage of credits a student could transfer in at the discretion of the department, and with the Graduate College's approval, going from 1/3 to 1/2. A motion was made and seconded. The motion was approved.
- A motion was made and approved that up to 1/2 of credits previously applied toward another degree or certificate may be transferred and applied toward a second degree or certificate program, at the program's discretion and with the Graduate College's approval.
- A motion was made and approved allowing up to 9 credits completed as a non-degree student to be evaluated for acceptance toward a graduate degree, at the program's discretion and with Graduate College's approval.
- A motion was made to change to no minimum GPA requirement for graduate non-degree enrollment. After discussion the motion passed with one member opposing the no minimum GPA requirement.
- A motion was made to simplify the non-degree enrollment process to include an abbreviated non-degree application, in-state tuition form (if applicable), and any one of the following:
  - Official transcript from most recent conferred degree OR

- Certification of eligibility as a transient graduate student in good standing  
OR
- Degree verification form from another institution OR
- Educator's Enrollment Request Form (to be created; may replace Reduced VA Educator Rate form for VA teachers)

GAC members supported removing the resume/vita requirement, unless requested by a particular program area. GAC members also supported that international students must still follow all guidelines in the Admission for International Students section of the catalog, with minimum GPA of 2.0 on 4.0 scale.

- GAC members voted to support that additional information may be required by some departments as part of the approval process to enroll in a particular course.

### **3. ADJOURN**

Dr. Jacobsen adjourned the meeting at 4:42 p.m.