College of Education
Graduate Studies Leadership Team (GSLT)
Minutes of November 14, 2011

Present: J. Lehman, Y. Mantzicopoulos, A. Samarapungavan, J. Greenan, S. Moon, P. VanFossen, K. Dietz

Discussion Items:

1. Academic review plan

Jim Lehman presented the draft document of the Graduate Program Review, which is being requested through the Graduate School. This is a separate review from the one being planned by the Provost’s Office which is dealing with budgetary issues. The draft document was discussed. Some of the questions generated were: What will be the mandated categories? Do the R and D expenditures under Commitment of resources apply to grants? How will a review team be selected? Since the COE has completed departmental reviews recently, can the College of Education be later in the cycle to be reviewed?

Any additional feedback regarding this draft document should be forwarded to Jim who will submit it to the Graduate School Dean.

2. Review of proposed college-wide guidelines regarding dismissal procedures

Jim Lehman revised the dismissal policy created from the September 23, 2011 GSLT Meeting discussion to include current policy. The GSLT Team reviewed. Further suggestions were made which Jim later incorporated into the following draft document:

**COE Graduate Dismissal Policy DRAFT (11/15/11)**

According to Purdue’s *Graduate School Policies and Procedures Manual*, each “student's progress should be reviewed each session by the student's department… Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue” (p. VI-1).

A graduate student may be dismissed from graduate study in the College of Education, based on Graduate School and departmental policies, in instances where the student fails to:

1. Earn satisfactory course grades and/or maintain a satisfactory grade index;
2. Make satisfactory progress, including progress in research, and complete the program in a timely fashion;
3. Pass graduate examinations; or
4. Adhere to standards of academic honesty, research integrity, and student conduct.

In the College of Education, the faculty of each program area is empowered by the departmental graduate committee to review the progress of students in the program and to take action as appropriate. Program area faculty will evaluate student progress toward the degree no less than once each year. A student who fails to meet the expectations set forth above may be placed on probationary status in his/her graduate program. A student who is placed on probationary status shall be notified in writing by his/her advisor or program area faculty. A plan of remediation will be developed by the student’s advisor in collaboration with
the student’s advisory committee and/or program area faculty, and a specific time frame for remediation will be identified. If the student fails to meet the conditions of the remediation plan, he or she may be dismissed from the graduate program. In special circumstances, program area faculty may decide that remediation is not appropriate and dismissal from the graduate program may be immediate. Students dismissed from the graduate program shall be notified in writing by the program area convener and/or department head.

**Grades**

According to Purdue’s *Graduate School Policies and Procedures Manual*, “A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA) or better. Indices below this level are marked ‘low’ on the grade reports” (p. VI-1). A graduate student in the College of Education whose GPA falls below 3.0 or who receives any grade lower than B- in a required program course shall be considered to be on probationary status in his/her graduate program.

**Satisfactory Progress**

Evaluation of student progress is based on an assessment of the student’s: course work, research, technical skills related to the area of study, writing skills, and professional and ethical behavior. If the student’s progress is deemed to be unsatisfactory in one or more of these areas, the student shall be considered to be on probationary status in his/her graduate program.

A student who is admitted to graduate study conditionally must meet all conditions (e.g., grades, other requirements) established at the time of admission. If a student fails to meet those conditions, he or she may be dismissed.

A student who does not enroll for a period of 3 consecutive semesters (including summer) loses eligibility to register and may be dismissed. The student must reapply and reentry is subject to favorable approval by the program area.

Students enrolled in doctoral programs in the College of Education are required to complete their degree programs within 8 years of initial enrollment in the doctoral program. This applies to students admitted to doctoral study in Curriculum and Instruction since 2005 and students admitted to doctoral study in Educational Studies since 2009. Students who fail to obtain their doctoral degrees within 8 years may appeal to the program area faculty for an extension. The program area faculty shall determine whether an extension should be granted and, if so, the length and conditions of the extension.

**Graduate Examinations**

If a student fails to pass the preliminary or final examination, the student may be dismissed. The examining committee may recommend that the student be permitted to request a second examination. Failure to pass a second attempt at a graduate examination shall result in program dismissal.

**Academic Integrity**

According to Purdue *Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals*, “dishonesty in connection with any University activity” is conduct for which students may be subject to informal action or disciplinary sanctions. “Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty.” Any alleged instance of academic dishonesty involving a graduate student in the College of Education shall be referred to the Office of the Dean of Students. If the Office of the Dean of Students finds that academic dishonesty occurred, the student shall be considered to be on probationary status in his/her graduate program.
According to Purdue Policy on Research Misconduct (VIII.3.1), “Every Purdue Associate involved in any aspect of research at Purdue must encourage integrity in research, assign credit and responsibility for research appropriately, maintain careful research records, and establish and follow well-defined research protocols.” Any alleged instance of research misconduct involving a graduate student in the College of Education shall be referred to the Research Integrity Officer for the university, who will initiate a research misconduct proceeding. If the research misconduct proceeding finds that research misconduct occurred, the student may be dismissed, or, if not dismissed, he/she shall be considered to be on probationary status in his/her graduate program.

The departmental graduate committees will review this document and submit feedback for the next meeting of the GSLT.

3. College-wide guidelines for annual review of students

The Graduate School expects that annual reviews of graduate students be completed, and the provision of written feedback to all graduate students is likely to be mandated. Many of our program areas review students annually. At the next GSLT meeting, the members will discuss general college-wide guidelines to be used for these reviews. Program areas will still be able to have its own specific standards for reviewing its graduate students.

4. Revised GRE scores--suggested minimum scores

The group discussed the Educational Testing Service concordance/percentile rank tables for the GRE revised General Test. It was decided that the College of Education would use 300 as a combined verbal and quantitative score which is roughly equivalent to 1000 on the previous GRE General Test.

5. Planning for open house (March 27, 2012) for prospective students admitted for Fall 2012

Due to lack of time, the College of Education open house was not discussed. Jim Lehman will form a committee in the near future to plan for this event.