**YOUNGSTOWN STATE UNIVERSITY**

**Graduate Council Meeting**

**Wednesday, September 24, 2023**

**TEAMS - 4:00 p.m.**

Attending: Valerie O’Dell, Patrick Bateman, Joseph W Carucci, Kendra Fowler, Douglas Genna, Paul Louth, Jake Protivnak, Constantin Virgil Solomon, Sal Sanders, Angie Urmson Jeffries, Linda Hulburt Blosser.

Not Attending: Lauren Cummins, Christopher Bellas

Sal Sanders called the meeting to order when the required number of faculty signed in.

1. The April 2023 meeting minutes e-vote approved – (6 Approved, 0 Approved with edit 1 Abstained.)

2. The September 27, 2023, minutes were approved via vote. (7 Approved, 0 Approved with edit, 1 Abstained)

3. Committee Chair reports

a. Admission and Appeals Committee Chair: J. Paul Louth

There were (3) three appeals for academic suspension. The first appeal was from a student in the Master of Nursing, and the program did not support the appeal. After deliberating, two appeals of academic suspension from students in the MBA program, the Committee granted these appeals. A fourth academic suspension is under review. There were two appeals approved for admission from non-regionally accredited undergraduate institutions to allow the applicants to move through the admission process.

b. Graduate Curriculum Chair: Virgil Solomon

There is no report this month.

c. Exceptions Chair: Sal Sanders

Exceptions Committee Report to Graduate Council for June, July, and August 2023 Committee Membership: Dr. Sal Sanders, Chairperson Dr. Virgil Solomon Dr. Valerie O’Dell.

The members of the Graduate Council Exceptions Committee unanimously approved an exception to the admission requirements for the Master of Business Administration (MBA) as requested by Dr. Bateman. This exception allowed an applicant to be admitted provisionally to the MBA program with a cumulative undergraduate GPA of less than 2.5. This applicant had extensive work experience.

The members of the Graduate Council Exceptions Committee unanimously approved an exception to the requirements for admission to the Ph.D. in Materials Science & and Engineering program. This exception allowed an applicant to be admitted to the Ph.D. in Materials Science & Engineering program without taking the GRE.

Report submitted by Sal Sanders on 09/27/23.

d. Grievance Chair: Christopher Bellas

No report.

e. GSAC- No Report until October meeting.

4. Grad Council Chair/Committee Chair Nomination for 2023-24

a. Graduate Council

Chair:  **Doug Genna**

The Council chair consults the Dean of the College of Graduate Studies in Council Meetings and serves on the Exception Committee.

b. Graduate Council Secretary: - **Kendra Fowler**

The Council secretary serves in the chair’s absence.

c. Admission and Appeals Committee Chair: **Paul Louth**

This committee reviews and makes decisions on exceptions to the Admissions requirement for undergraduate institutions that are regionally accredited. They also reviewed appeals of academic suspension and agreed that the committee would not hear appeals of admission decisions.

d. Graduate Curriculum Chair: **Constantin Solomon**

This committee receives proposed curriculum and program changes from College Graduate Studies Committees and makes recommendations on changes to the Graduate Council.

e. Exceptions Chair - **Sal Sanders**

This committee reviews and makes decisions on waiver requests. The committee is composed of the Dean of the College of Graduate Studies, the Graduate Council chair, the Graduate Policy Committee chair, and the Graduate Curriculum Committee chair. The student may present his or her case in person before the committee.

f. Grievance Chair Nomination: - **Christopher Bellas**

This committee hears and renders judgment on grievances.

Angie Urmson Jeffries reached out to Christopher Bellas via email and he accepted the nomination.

5. Discussion of adding maternity leave to the GA leave policy - Doug Genna

Sal Sanders is waiting for a response from our Human Resources office. Once we get more information, we can discuss this again.

6. Transfer credit policy: Credit with an A or B grade can be transferred (tabled from the May meeting) - Policy below.

This was a discussion of how credit with an A or B grade can be transferred. Sal surveyed our colleagues across the state to see where these policies were, and he had responses from Kent State, the University of Akron, Miami University, Northeast Ohio Medical University, Ohio University, and the University of Toledo.

The response was no one allowed anything lower than a B grade from our colleagues in the Chancellor’s Council of Graduate Studies who responded to his inquiry. We would be setting a precedent-setting if we decide to go lower, Sal was not sure he wanted to set a precedent. We can still admit people provisionally.

The request was withdrawn and will be presented under a larger umbrella of discussion of policies for accelerated practitioner continuing Education programs.

7. Discussion of Academic Suspension Procedure – Sal Sanders and Angie Urmson- Jeffries –

We had a recent case come up and the question is whether or not people reset when they go back to “good standing” status. The way we interpret the policy and the way we’ve administered it all along has been once you were not in “good standing” you could not maintain a 3.0 each semester. But, when people don’t have 9 hours completed if they have to come back up to good standing, do they start over? That is the question. We have not allowed for this reset, but we do need to keep track of these students.

The purpose of this discussion is to see what we want to change, and the best suggestion to change the wording of this for the students who don’t understand the importance of their GPA. We don’t have to vote on this, because we are changing the language to make it clearer.

8. Dean Sanders’s comments

Dean Sal Sanders welcomed everyone back and thanked them for their past services. We have made changes. He goes back through the Graduate Record from time to time and looks at all the changes we have made as a group of graduate faculty members. We have made a number of changes far exceeding what has been done in past years.

Most of them have been beneficial to the students we are serving in our master’s programs. Thank you for being such an active group and really making changes that make a difference for our students and for us as instructors and educators. We do this because we want to see our students succeed.

We should have our Graduate Student Advisory Committee student here at the next meeting.

Thank you all and have a great semester!

The Graduate Faculty meeting ended at 4:55 p.m.

Respectfully submitted,

Linda Hulburt Blosser

Linda Hulburt Blosser, Academic Ops Specialist2

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**Attachments:**

**Current Transfer Credit Policy**

Transfer hours from an accredited institution will be considered for acceptance at the time of application/acceptance to the College of Graduate Studies. After admission to a program of study, a student who wishes to attend another university to complete coursework toward a YSU graduate degree must complete the Request for Transient Status form available on the College of Graduate Studies website in order.

to transfer credits to a YSU degree. Every transfer course must either replace a required course of the program or if not a direct replacement, integrate satisfactorily into the student’s program. While transfer of a course might generate excess hours, such hours may not count toward degree requirements unless they replace a complete course in the program.

An accredited institution is one that is approved or accredited by the appropriate regional accrediting agency (e.g., Higher Learning Commission) for graduate-level work.

Credits for courses in which grades of S or CR were received will not be transferred. The number of transfer credits to be accepted in each case will be determined by the graduate dean upon evaluation and recommendation by the department of the student’s major. It is the responsibility of the student to initiate a request for the approval of transfer credits. Transfer hours are not included in the calculation of the student’s cumulative grade point average.

In general, workshop-format courses are not acceptable for transfer. Professional development workshops are not acceptable. However, if the workshop fulfills the following requirements, credit may be considered for transfer to Youngstown State University:

· The workshop must be taught as part of a master’s degree curriculum of the university at which the course was taken.

· The workshop should consist of a minimum of 12.5 contact hours per semester hour.

· The workshop must include exposure to the disciplinary research literature appropriate to the course.

· The workshop must include the opportunity for outside work, such as term or research papers or other major assignments appropriate to a graduate course.

· Credits for courses in which grades of S or CR were received will not be transferred.

Graduate Certificate and Degree Programs

The following guidelines indicate the maximum credit hours of graduate work completed at other accredited institutions that may be applied toward a graduate certificate or degree at YSU, provided the student earned a grade of A or B in such courses:

· Up to 3 semester hours (4 quarter hours) for programs requiring 12-15 semester hours

· Up to 6 semester hours (8 quarter hours) for programs requiring 16-29 semester hours

· Up to 9 semester hours (12 quarter hours) for programs requiring 30-44 semester hours

· Up to 12 semester hours (16 quarter hours) for programs requiring 45-59 semester hours

· Up to 15 semester hours (20 quarter hours) for programs requiring 60-89 semester hours

· Up to 18 semester hours (24 quarter hours) for doctoral or programs requiring 90 or more semester hours

Military Credit

Graduate courses, approved by the American Council of Education to be equivalent to a graduate-level course, will be considered by the graduate program to determine if transfer credit will be granted.

MBA Credit from the Chinese University of Petroleum

The MBA program may accept up to 14 hours of transfer credit from the Chinese University of Petroleum.

**Academic Suspension**

A graduate student who is not maintaining satisfactory academic progress as determined by the graduate academic program director or department chairperson and graduate dean may be excluded from registration and dropped from the program in which he or she is enrolled. Such action constitutes academic dismissal from the College of Graduate Studies.

Upon completion of 9 semester hours, regularly admitted students who are “not in good standing” will be academically suspended if their semester GPA is below 3.0 for more than one semester.

Upon completion of 9 semester hours, provisionally admitted graduate students must maintain a minimum grade point average of 3.0 (on a 4.0 scale). Provisional students whose GPA falls below 3.0 will be academically suspended.

Students who fail to pass a comprehensive exam after three attempts will be academically suspended.

Any student in non-degree status whose cumulative grade point average drops below the minimum (3.0) will be prohibited from enrolling in further graduate coursework.

Registration for any session or continuous registration during a full summer count as one semester for these purposes.

A graduate program may utilize additional academic standards to determine satisfactory academic progress and/or standards for academic suspension; however, such standards must be distributed in writing to all graduate students in the program and must be approved by the dean of The College of Graduate Studies.

/// End of Graduate Council Minutes. 20230927