

Minutes of Graduate Faculty Meeting held on June 5, 2000

The meeting was called to order in the Mark Twain Room at 3:30 PM by Chairman Don Madison.

There were three items on the agenda:

- A. MS degree program in Applied and Environmental Biology
- B. GRE Requirements
- C. Changes in Graduate Forms

Items B and C were suggested by the Associate Deans for Graduate Affairs (Lokesh Dharani, Paula Lutz and Nick Tsoulfanidis)

A. Paula Lutz presented the proposal by the Biological Sciences Department to create the Master of Science in Applied and Environmental Biology. Copies of the proposal were also distributed at the meeting. The proposal had also been posted on the Graduate faculty web page for a few weeks. Following an extensive discussion, the members present endorsed the proposal unanimously.

B. On behalf of the three Associate Deans for Graduate Affairs, Lokesh Dharani proposed a minimum GRE score for admission to all graduate programs. Currently, the three schools require that all applicants submit GRE score. However, there is no mandatory minimum for domestic students. U. S. News & World Report uses average GRE (Quantitative + Analytical) as one of the parameters in determining the graduate school ranking. For UMR, a minimum score of $Q + A = 1100$ was proposed and approved. This will be effective Winter Semester 2001.

C. On behalf of the three Associate Deans for Graduate Affairs, Lokesh Dharani discussed the current procedure for thesis/dissertation approval (Form II, III, VIII and XI) and proposed a change to this procedure effective Fall Semester 2000.

C1. Master's Candidate Current Procedure: (Graduate Catalog page 10)

1. Registers (consults with graduate advisor);
2. Selects adviser and committee and completes Form I (original plus four copies)1,2 within six weeks after the beginning of the second semester in residence;
3. Completes academic requirements;

4. Within two weeks of the beginning of their last semester, students must check with the registrar to make application for diploma;
5. Submits thesis plus Graduate Form II (five copies¹ signed by the committee members and department chair) to school/college dean's office;
6. School/college dean authorizes examination;
7. Candidate distributes copies of the thesis to examining committee at least seven days before the oral defense;
8. Arranges a date, time, and place for the oral defense of the thesis (the student must be enrolled at the time of the examination);
9. Chair of examining committee reports the action of the committee to the school/college dean (Graduate Form III, five copies¹, accompanied by approved copy of thesis);
10. When all requirements have been met and payment of enrollment or examination fees made, the dean of the school/college notifies the registrar and forwards the approved thesis to the UMR library;
11. Student presents one copy to the department chair, one to the adviser, and retains one copy;
12. If all requirements are met, student receives degree, granted by the Board of Curators upon the recommendation of the graduate faculty.

C2. Master's Candidate Revised Procedure:

This eliminates steps 5 and 6 from the current procedure.

There is no need to get the School Dean's approval of the thesis prior to the oral defense.

1. Registers (consults with graduate advisor);
2. Selects adviser and committee and completes Form I (original plus four copies)^{1,2} within six weeks after the beginning of the second semester in residence;
3. Completes academic requirements;

4. Within two weeks of the beginning of their last semester, students must check with the registrar to make application for diploma;
5. Candidate distributes copies of the thesis to examining committee at least seven days before the oral defense;
6. Arranges a date, time, and place for the oral defense of the thesis (the student must be enrolled at the time of the examination);
7. Chair of examining committee reports the action of the committee to the school/college dean (Graduate Form II, five copies¹, accompanied by approved copy of thesis);
8. When all requirements have been met and payment of enrollment or examination fees made, the dean of the school/college notifies the registrar and forwards the approved thesis to the UMR library;
9. Student presents one copy to the department chair, one to the adviser, and retains one copy;
10. If all requirements are met, student receives degree, granted by the Board of Curators upon the recommendation of the graduate faculty.

C3. Ph.D. Degree Candidates Current Procedure: (Graduate Catalog page 15)

1. Completes admission requirements;
2. Passes a qualifying examination, administered by the student's department, as early as possible;
3. A department chairman reports the results of the qualifying examination to the school/college dean (Graduate Form IV);
4. Consults with adviser to select an advisory committee of five members at the earliest opportunity after completion of qualifying examination. With previous graduate work at UMR this can normally be accomplished during the first semester. In all instances it should be completed not later than six weeks into the second semester.

5. The adviser, with the approval of the department chair, requests the school/college dean to appoint an advisory committee (Graduate Form V);

6. Solicits the aid of the committee in preparing an outline of courses and research. Note: A standard format (Graduate Form VI-Ph.D.) must be followed.

7. After student has completed all courses on the doctoral program, the adviser requests school/college dean to authorize the advisory committee to administer the comprehensive examination.

8. Advisory committee reports the results of the comprehensive examination to the school/college dean (Graduate Form VII);

9. After the student passes the comprehensive examination for the doctorate degree, continuous enrollment must be maintained in accordance with Policy Memo II-20, until the degree is completed or the candidacy is canceled;

10. Within two weeks of the beginning of the last semester, the student must check with the registrar to make application for diploma;

11. Candidate presents the dissertation plus the approval sheet (Graduate Form VIII) signed by three readers to the school/college dean's office by the semester deadline.

12. The school/college dean will authorize the advisory committee to administer the dissertation examination.

Note: The student must be enrolled at the time of the examination. The student and adviser select the date, time, and place of the examination and inform the school/college dean so that the final examination can be publicly announced at least one week in advance;

13. Advisory committee reports results of final examination to the school/college dean (Graduate Form IX) accompanied by approved "UMI (University Microfilm Inc.) Doctoral Dissertation Agreement" form, and "Survey of Earned Doctorates" form; (obtain from school/college dean).

14. When all requirements have been met, the dean of the school/college notifies the registrar and forwards the approved copy of the candidate's dissertation to the UMR library; student presents one copy

to the department chair, one to the adviser, and retains a copy;

15. Board of Curators grants degree upon recommendation of graduate faculty.

C4. Ph.D. Degree Candidates Revised Procedure:

This eliminates step 11 and modifies step 12 from the current procedure.

There is no need to get the School Dean's approval of the dissertation prior to the oral defense.

1. Completes admission requirements;
2. Passes a qualifying examination, administered by the student's department, as early as possible;
3. Department chairman reports the results of the qualifying examination to the school/college dean (Graduate Form IV);
4. Consults with adviser to select an advisory committee of five members at the earliest opportunity after completion of qualifying examination. With previous graduate work at UMR this can normally be accomplished during the first semester. In all instances it should be completed not later than six weeks into the second semester.
5. The adviser, with the approval of the department chair, requests the school/college dean to appoint an advisory committee (Graduate Form V);
6. Solicits the aid of the committee in preparing an outline of courses and research. Note: A standard format (Graduate Form VI-Ph.D.) must be followed.
7. After student has completed all courses on the doctoral program, the adviser requests school/college dean to authorize the advisory committee to administer the comprehensive examination.
8. Advisory committee reports the results of the comprehensive examination to the school/college dean (Graduate Form VII);
9. After the student passes the comprehensive examination for the doctorate degree, continuous enrollment

must be maintained in accordance with Policy Memo II-20, until the degree is completed or the candidacy is canceled;

10. Within two weeks of the beginning of the last semester, the student must check with the registrar to make application for diploma;

11. The student and adviser select the date, time, and place of the examination and inform the school/college dean so that the final examination can be publicly announced at least one week in advance. Note: The student must be enrolled at the time of the examination;

12. Advisory committee reports results of final examination to the school/college dean (Graduate Form VIII) accompanied by approved "UMI (University Microfilm Inc.) Doctoral Dissertation Agreement" form, and "Survey of Earned Doctorates" form; (obtain from school/college dean).

13. When all requirements have been met, the dean of the school/college notifies the registrar and forwards the approved copy of the candidate's dissertation to the UMR library; student presents one copy to the department chair, one to the adviser, and retains a copy;

14. Board of Curators grants degree upon recommendation of graduate faculty.

The meeting adjourned at 4:00 PM.

Respectfully submitted
By Lokesh R. Dharani
Secretary, Graduate Faculty