Minutes of the Graduate Council  
April 3, 2012 - 3:30 p.m.  
Pending Approval of the May 1, 2012 Graduate Council Meeting


**Members Absent:** S. Alavi, M. Charney, M. Daniels, M. DePaoli, K. Kramer, R. Krishnamoorthi, D. Mrozek, T. Musch, K. Olibe, D. Renter, C. Shoemaker, L. Tatonetti, L. Williams,

2. **Minutes** of the March 6, 2012 meeting were approved as presented.

3. **Graduate School Actions and Announcements**

   The following appointments for graduate faculty membership and emergency approvals were approved by the Dean of the Graduate School.

   **Membership**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT/PROGRAM</th>
<th>GRADUATE FACULTY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtis Matthews</td>
<td>Assistant Professor</td>
<td>Journalism &amp; Mass Comm.</td>
<td>Membership</td>
</tr>
<tr>
<td>Behrooz Mirafzal</td>
<td>Assistant Professor</td>
<td>Electrical &amp; Computer Eng.</td>
<td>Membership</td>
</tr>
<tr>
<td>Deanna Perez</td>
<td>Assistant Professor</td>
<td>Sociology</td>
<td>Membership</td>
</tr>
<tr>
<td>R.P. Kingsly Ambrose</td>
<td>Assistant Professor</td>
<td>Grain Science</td>
<td>Membership</td>
</tr>
<tr>
<td>Wesley Wise</td>
<td>Assistant Professor</td>
<td>Journalism &amp; Mass Comm.</td>
<td>Membership</td>
</tr>
<tr>
<td>Duane Crawford</td>
<td>Professor</td>
<td>Family Studies &amp; Human Services</td>
<td>Membership</td>
</tr>
</tbody>
</table>

   **Emergency Approvals**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT/PROGRAM</th>
<th>SEMESTER FOR APPROVAL</th>
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</thead>
<tbody>
<tr>
<td>Shannon Burton</td>
<td>Instructor</td>
<td>Special Education, Counseling &amp; Student Affairs</td>
<td>Summer 2012</td>
</tr>
<tr>
<td>Quinten Lynn</td>
<td>Psychologist, Counseling Services</td>
<td>Special Education, Counseling &amp; Student Affairs</td>
<td>Summer 2012</td>
</tr>
<tr>
<td>Rob Pettay</td>
<td>Instructor</td>
<td>Special Education, Counseling &amp; Student Affairs</td>
<td>Summer 2012</td>
</tr>
<tr>
<td>Jennifer Joslin</td>
<td>Instructor</td>
<td>Special Education, Counseling &amp; Student Affairs</td>
<td>Summer 2012</td>
</tr>
</tbody>
</table>
4. **Academic Affairs Committee – Evan Titgemeyer, Chair**

On behalf of the Academic Affairs committee, Evan Titgemeyer, chair, proposed approval of the following members for graduate faculty. The motion passed.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT/PROGRAM</th>
<th>GRADUATE FACULTY TYPE</th>
<th>PAGE</th>
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<tbody>
<tr>
<td>Behrooz Mirafzal</td>
<td>Assistant Professor</td>
<td>Electrical &amp; Computer Eng.</td>
<td>Certification</td>
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<tr>
<td>Deanna Perez</td>
<td>Assistant Professor</td>
<td>Sociology</td>
<td>Certification</td>
<td>8</td>
</tr>
<tr>
<td>Manjit Kang</td>
<td>Adjunct Professor</td>
<td>Plant Pathology</td>
<td>Membership</td>
<td>11</td>
</tr>
<tr>
<td>Alessandro Quartiroli</td>
<td>Instructor</td>
<td>Special Ed, Counseling &amp; SA</td>
<td>Non-Graduate</td>
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<tr>
<td>Dorothy Nelson</td>
<td>Instructor</td>
<td>Special Ed, Counseling &amp; SA</td>
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<tr>
<td>Theressa Musser</td>
<td>Instructor</td>
<td>Special Ed, Counseling &amp; SA</td>
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<td>Stephanie Morris</td>
<td>Instructor</td>
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<td>Donna Menke</td>
<td>Instructor</td>
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<tr>
<td>Andrew Howe</td>
<td>Instructor</td>
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<td>Non-Graduate</td>
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<tr>
<td>Heather Trangsrud</td>
<td>Instructor</td>
<td>Special Ed, Counseling &amp; SA</td>
<td>Non-Graduate</td>
<td>29</td>
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</table>

**Course and curriculum issues**

On behalf of the Academic Affairs committee, Evan Titgemeyer, chair, proposed approval of the following course and curriculum items. The motion passed.

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**EXPEDITED COURSE CHANGES**

**Department of Clinical Sciences**

**CHANGE:**  
**CS 775. Primary Care Externship.** (1-2) I, II, S. Externships emphasizing primary care for small animal, large animal or mixed species at an approved location. Facility must have veterinarian on-site all day, every day. Pr.: Fourth-year standing in the College of Veterinary Medicine

**TO:**  
**CS 775. Primary Care Externship.** (2) I, II, S. Externships emphasizing primary care for small animal, large animal or mixed species at an approved location. Facility must have veterinarian on-site all day, every day. Pr.: Fourth-year standing in the College of Veterinary Medicine

**RATIONALE:** This is part of the restructuring of the CVM curriculum.

**EFFECTIVE DATE:** Summer 2012
Grain Science and Industry

FROM: GRSC 610 - Electricity and Its Control for the Grain Processing Industry (3) II. Major emphasis will be given to application of electricity to machinery for grain processing and electrical code. Two hours lecture and two hours lab per week. Recommended prerequisite: GRSC 500 or 510 or 635. K-State 8: Empirical and Quantitative Reasoning, Natural and Physical Sciences.

TO: GRSC 610 - Electricity and Its Control for the Grain Processing Industry (3) II. Major emphasis will be given to application of electricity to machinery for grain processing and electrical code. Two hours lecture and two hours lab per week. Prerequisite: GRSC 500 or 510 or 635, and PHYS 114 or 214, or consent of instructor. K-State 8: Empirical and Quantitative Reasoning, Natural and Physical Sciences.

RATIONALE: Changing “recommended prerequisite” to “prerequisite” will better prepare the students and allow them to take core courses in a more timely manner. Adding PHYS 114 or 214, again will necessitate students take a course in physics in a timely manner. The proposed change does not alter any program requirements or affect any other department.

IMPACT: None.

EFFECTIVE DATE: Fall 2012

FROM: GRSC 620 - Extrusion Processing in the Food and Feed Industries (4) I. The course is designed to provide the student with an understanding of extrusion technology and the ability to apply it to product development and production through a “hands-on” approach. Major emphasis is on laboratory exercises in which students will operate pilot scale extrusion equipment to produce readily-recognizable commercial products such as cheese curls, breakfast cereals, pasta, pet food, etc. Emphasis will also be placed on process and product development, analysis, and problem solving techniques. Three hours lecture plus one three-hour lab a week. Recommended prerequisite: STAT 325 and GRSC 602.

TO: GRSC 620 - Extrusion Processing in the Food and Feed Industries (4) I. The course is designed to provide the student with an understanding of extrusion technology and the ability to apply it to product development and production through a “hands-on” approach. Major emphasis is on laboratory exercises in which students will operate pilot scale extrusion equipment to produce readily-recognizable commercial products such as cheese curls, breakfast cereals, pasta, pet food, etc. Emphasis will also be placed on process and product development, analysis, and problem solving techniques. Three hours lecture plus one three-hour lab a week. Recommended prerequisite: GRSC 602.
RATIONALE: The proposed change does not alter any program requirements or affect any other department. Students will not be required to take STAT 325 prior to taking GRSC 620, however they will still need to take it to fulfill their program requirement.

IMPACT: None.

EFFECTIVE DATE: Fall 2012

FROM: GRSC 640 - Advanced Flow Sheets (2) II. Design of flow diagrams for dry milling processes. Uses a combination of methods that lead to practical applications and analytical techniques. Six hours lab a week. Recommended prerequisite: GRSC 500 or 510.

TO: GRSC 640 - Advanced Flow Sheets (2) II. Design of flow diagrams for dry milling processes. Uses a combination of methods that lead to practical applications and analytical techniques. Six hours lab a week. Prerequisite: GRSC 210 and 500, or consent of instructor.

RATIONALE: Changing “recommended prerequisite” to “prerequisite” will better prepare the students and allow them to take core courses in a more timely manner. The proposed change does not alter any program requirements or affect any other department.

IMPACT: None.

EFFECTIVE DATE: Fall 2012

FROM: GRSC 680 - Milling Science II (2) I. Advanced study of the entire gradual reduction system of wheat flour milling and the many unit process systems that constitute the milling system. The theory and practice of mill control are studied in detail. Processing of other cereal grains and oil seeds are covered as well as general mill management. Two one-hour lectures a week. Recommended prerequisite: GRSC 500 and STAT 325 and PHYS 113 and MATH 205.

TO: GRSC 680 - Milling Science II (2) I. Advanced study of the entire gradual reduction system of wheat flour milling and the many unit process systems that constitute the milling system. The theory and practice of mill control are studied in detail. Processing of other cereal grains and oil seeds are covered as well as general mill management. Two one-hour lectures a week. Recommended prerequisite: STAT 325 and PHYS 113 and MATH 205. Prerequisite: GRSC 210 and 500, or consent of instructor.

RATIONALE: Changing the status of GRSC 210 and 500 from “recommended prerequisite” to “prerequisite” will better prepare the students and allow them to take core courses in a more timely manner. The proposed change does not alter any program requirements or affect any other department.
IMPACT: None.

EFFECTIVE DATE: Fall 2012

FROM: GRSC 681 - Milling Science II Laboratory, (2) I. The processes for milling other grains such as corn, oats, sorghum, different classes of wheat, and rye are studied in the laboratory and by practice on small scale milling units. Concepts of material handling properties of grain products and material handling equipment in dry milling operations will be presented. Concepts of statistical process control and spreadsheet modeling in the decision making process will be introduced. Six hours lab a week. Recommended prerequisite: GRSC 680 or concurrent enrollment, STAT 325, PHYS 113, and MATH 205.

TO: GRSC 681 - Milling Science II Laboratory, (2) I. The processes for milling other grains such as corn, oats, sorghum, different classes of wheat, and rye are studied in the laboratory and by practice on small scale milling units. Concepts of material handling properties of grain products and material handling equipment in dry milling operations will be presented. Concepts of statistical process control and spreadsheet modeling in the decision making process will be introduced. Six hours lab a week. Prerequisite: GRSC 680 or concurrent enrollment or consent of instructor.

RATIONALE: Changing the status of GRSC 680 or concurrent enrollment from, “recommended prerequisite” to “prerequisite” will better prepare the students and allow them to take core courses in a more timely manner. In such conditions, STAT 325, PHYS 113 and MATH 205 will not be required as all three courses have to be taken prior to GRSC 680, which will automatically cover GRSC 681.

IMPACT: None.

EFFECTIVE DATE: Fall 2012

Plant Pathology

FROM: PLPTH 768. Population Genetics. (3). II, Odd years. Theoretical basis for and applications of population genetic principles to populations of humans, domesticated plants and animals, and natural ecosystems. Three hrs. lec/discussion per week. Pr.: ASI 500, BIOCH 521, MATH 220, and STAT 510 or STAT 703.

TO: PLPTH 820. Population Genetics. (3). II, Odd years. Theoretical basis for and applications of population genetic principles to populations of humans, domesticated plants and animals, and natural ecosystems. Three hrs.
lec./discussion per week. Pr.: ASI 500, BIOCH 521, MATH 220, and STAT 510 or STAT 703.

RATIONALE: The course is aimed towards graduate students, primarily PhD students, with only one undergraduate enrolling in the past 4 years. To reflect the advanced nature of this course, the course number will be changed from 768 to 820. As this course also serves as a required course for the Interdepartmental Genetics Program MS and PhD degree, and an alternate required course for the Plant Pathology MS and PhD degree, this change will also help the enrolled graduate students reach their minimum level of credit hours needed from courses at the 800-level or above.

IMPACT: This is an existing course taught almost exclusively to graduate students. There should be no impact on other departments.

EFFECTIVE DATE: Fall 2012

<table>
<thead>
<tr>
<th>CHANGE FROM:</th>
<th>CHANGE TO:</th>
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</thead>
<tbody>
<tr>
<td>AT 675 - Computer Technologies for Merchandising</td>
<td>AT 675 - Computer Technologies for Merchandising</td>
</tr>
<tr>
<td>Credits: (3)</td>
<td>Credits: (3)</td>
</tr>
<tr>
<td>Advanced studies in computer-based advertising and promotional strategies for the apparel and textile industry. Students will apply skills to graphic presentation, web design, and current industry technologies</td>
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</tr>
<tr>
<td>Note: Six hours studio a week.</td>
<td>Note: Six hours studio a week.</td>
</tr>
<tr>
<td>When Offered Fall, Spring</td>
<td>When Offered Fall, Spring</td>
</tr>
<tr>
<td>Pre-Requisite: AT 340 and junior standing; or graduate standing.</td>
<td>Pre-Requisite: AT 340.</td>
</tr>
</tbody>
</table>

Rationale: We would like students to be able to learn the content of this course earlier in their academic program so that they can utilize the skills and knowledge throughout their program of study.

Effective Date: Fall 2012
FROM: EDSP 785. Practicum in Adaptive Special Education. (Variable 1-6) I, II, S. Observation and participation in teaching individuals with exceptional educational needs under the supervision of selected teachers in special education. Prerequisite: EDSP 323 or 324, 710, 742, 743.

TO: EDSP 785. Practicum in Adaptive Special Education. (3) I, II, S. Observation and participation in teaching individuals with exceptional educational needs under the supervision of selected teachers in special education. Prerequisite: EDSP 323 or 324, 710, 742, 743.

IMPACT: None.

RATIONALE: Change from 1 – 6 hours of credit to 3 hours of credit because changes at the Kansas State Department of Education now dictate that 3 hours is the minimum “unit” of credit accepted.

EFFECTIVE DATE: Spring 2013

**Expeditied Course Drop**

**Hospitality Management and Dietetics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMD 635</td>
<td>Foodservice Equipment and Layout</td>
<td>(2)</td>
<td>Factors affecting the selection and arrangement of equipment in foodservice systems.</td>
</tr>
</tbody>
</table>

Requisites
Pre-Requisite: HMD 342

When Offered
Fall, Spring

Rationale: Course has not been offered in several years and there are no plans to offer it in the future.

Effective Date: Fall 2012

**NON-EXPEDITED COURSE CHANGES**

**Department of Clinical Sciences**

ADD: CS 793. Surgical Skills. (1) II. Manual surgical skills will be taught using surgical models and cadaver tissues. Students will be taught the following skills and techniques: instrument handling, speed and efficiency, hand ties, ligature under tension, suture patterns, closure under tension, anastomosis and enterotomy technique and excision of circular lesions. Pr.: CS 729, Surgery I and 3rd year standing in the College of Veterinary Medicine

RATIONALE: CS 729 does not provide enough time to develop the hands on skills needed by any veterinarian that is performing surgery. The purpose of this new course is to teach only manual surgical skills in a small group setting to make students more proficient.

**RATIONALE:** This course will offer veterinarians in the graduate curriculum an opportunity to pursue the advanced study of relevant topics in small animal endocrinology. Graduate veterinarians will explore select topics in canine and feline endocrinology through a comparative medicine approach that relies on in-depth review of basic and clinical research. The course expands the number of advanced medicine courses offered to veterinarians enrolled in the graduate curriculum. The current graduate catalog does not offer a similar course.

**EFFECTIVE DATE:** Spring 2013

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**Department of Anatomy & Physiology**

ADD:  **AP 896. Introduction to Responsible Conduct of Biomedical Research (2) I.** This course will focus on providing graduate/professional students an introduction to the regulations, practices, ethical considerations, and professional interactions that define responsible conduct of biomedical research. Investigator responsibilities associated with initiating and establishing a research program, conducting experimental studies, analyzing and reporting data, publishing in peer-reviewed journals, considerations for submitting grant applications, and understanding compliance issues and regulations will be emphasized. Students will learn through reading journal articles and discussion of pertinent topics to identify and consider issues that are germane to the biomedical research environment.

**RATIONALE:** Funding agencies have enhanced the scrutiny of graduate student training programs. Responsible conduct of research is an important area of training for graduate students and it is imperative that students are able to demonstrate to funding agencies that they have received focused and direct training in this area of their graduate program. Therefore, we would like to include this class in the curriculum so it will reflect on the students’ transcripts.

**EFFECTIVE DATE:** Fall 2012

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**NON-EXPEDITED NEW CURRICULUM**

Graduate Certificate in Applied Mathematics (appendix A)
5. Graduate Student Affairs Committee – Steven Eckels, Chairs
The committee is currently working with Dean Shanklin to provide suggestions and specific outcomes for K-State’s 2025 strategic planning on enhancing the graduate student scholarly experience.

6. Graduate School Committee on Planning – Sue Williams, Chair
The following items were approved as second readings:

- SECOND READING:
  - Chapter 2: Section D.5 (p. 12)
  - Chapter 3: Section D.5 (p. 14)
  - Chapter 2: The Master’s Degree: Section D.5.d (removed) (p. 13)
  - Chapter 4: Graduate Certificate Programs: Section B.3 (add) (p. 15)
  - Chapter 4: Graduate Certificate Programs: Section B.8 (removed) (p. 16)

The following items were given consideration for first reading and a motion will be provided at the next meeting.

- FIRST READING:

A) Chapter 5. A: Admission to the Graduate Faculty

CURRENT:
A.1: Procedure
The purpose of the Graduate Faculty is to conduct the graduate degree programs of the University. The nomination of members must be initiated by the candidate’s department head and recommended by a two-thirds majority of the Graduate Faculty in the department, who are responsible for identifying qualified candidates whose service is needed in the graduate program. In programs that encompass several departments, nominations must be initiated by the candidate’s program chairperson and recommended by a majority of the Graduate Faculty of the program.

PROPOSED:
A.1: Procedure
The purpose of the Graduate Faculty is to conduct the graduate degree programs of the University. The nomination of members must be initiated by the candidate’s department head and recommended by a two-thirds majority of all eligible members of the Graduate Faculty in the department, program, who are responsible for identifying qualified candidates whose service is needed in the graduate program. In programs that encompass several departments, nominations must be initiated by the candidate’s program chairperson and recommended by a majority more than half of all eligible Graduate Faculty of the program.
B) Chapter 4.B.4 addition

PROPOSED:
B.4 Courses may be used to fulfill requirements of more than one certificate program contingent on the requirements of each graduate certificate program.

C) General Discussion

- Chapter 6: Section B – By-Laws of the Graduate Council, Section B.3

CURRENT:
No academic unit may have more than one member on the Graduate Council. A representative may serve no more than two terms consecutively.

7. Graduate School Committee on Assessment and Review – Dr. Duane Crawford
No action items to report.

8. Graduate Student Council Information – Matt Sellner, President
Election ballots for Graduate Student Council officers went out April 2; Tammy Sonnentag will be president for 2012-2013 year and will serve as such at the May 1 Graduate Council meeting.

9. University Research and Scholarship
Dr. Guikema reminded the committee of the Higher Learning Commission visit April 9-11. Dean Shanklin and Dr. Guikema recently returned from Washington D.C. where they met with the Kansas delegation, all reports show positive discussions regarding budget and initiatives.

10. Other business
The Graduate Council was asked to review the proposed changes to the University Handbook; discussion focused on proposed changes in Graduate Handbook affecting proposed changes to University Handbook. Questions will be directed to Judy Hughey for the University Handbook.

- Faculty Senate Faculty Affairs Committee Proposed Wording Changes to Graduate School Section of University Handbook (p. 61-62)

11. Graduate Fellowship Announcements
- KSURF Doctoral Research Scholarship
  o Deadline: April 17, 2012 http://www.k-state.edu/grad/ksurf/

12. Graduate School Calendar of Events: December – April and May

April

2 Graduate Student Council Meeting/Elections for new officers
  (12:00 – 1:00 pm – Waters 137)
3  Deadline to submit “Approval to Schedule Final Examination” to the Graduate School to have your name appear in the May commencement program.

9  Graduate Student online chat with President Schulz and Dean Shanklin 6:00 pm

10 Deadline to submit graduate faculty nominations and course and curriculum changes for May Graduate Council Meeting

10 Graduate Council Meeting (3:30 pm – 5:00 pm - Union Staterooms)

14 Graduate Student Council travel grant application deadline for Fall (July 1-October 31) travel

27 Deadline to participate in Spring Commencement.
   • Online registration to participate in commencement must be completed. Beginning in late March, commencement information and the web address to register online to participate in commencement will be sent to those students whose Approval to Schedule Final Examination form has been received in the Graduate School.
   • To officially graduate in May 2012, your final examination ballot and the final copy of the electronic dissertation or master’s level thesis/report must be in the Graduate School.

27 **Deadline for Doctoral and MFA Degree Candidates Only**: All requirements must be completed, including submission of your final examination ballot and final submission of your electronic dissertation (doctoral students only) to participate in Spring Commencement.

May
1  Graduate Council Meeting (3:30 pm – 5:00 pm - Union 212)

7  Graduate Student Council Meeting (12:00 pm – Waters 137)

11 Graduate School Commencement (1:00 pm – Bramlage Coliseum)

- For a current list of Graduate School events, please see our website at: [http://www.k-state.edu/grad/forms/2011-2012%20calendar.pdf](http://www.k-state.edu/grad/forms/2011-2012%20calendar.pdf)

**Next Graduate Council meeting: May 1, 2012 (3:30 p.m. – Union 212)**

cc: Academic Deans and Directors
Departments (please post)
Chapter 2: The Master's Degree: Section D

CURRENT:

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course in meeting the requirements for both an undergraduate and a graduate degree, except as described in the concurrent B.S./master/graduate certificate programs approved by Graduate Council.

Transferring graduate credit

a. Students who take two master’s degrees may apply up to six hours of graduate credit from the first degree to the program of the second.

b. Students who wish to earn a master’s degree after earning a doctorate may apply a maximum of 10 credit hours of doctoral work from the first degree toward the master’s degree.

Master's Students in the College of Veterinary Medicine

a. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;

b. A maximum of 12 graduate credits hours may be granted to a student without a bachelor’s degree while enrolled in the College of Veterinary Medicine; however, the MS degree must be awarded concurrently with the DVM degree;

c. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine;

d. For a master's degree, a minimum of one summer school enrollment or the equivalent in the Graduate School, for at least 8 hours of graduate credit, is required, and preferably a student should have 2 summer school enrollments or the equivalent in the Graduate School.

PROPOSED:

DVM Students enrolled in a Master’s Program

a. For students concurrently enrolled in the DVM program and a Master’s program, a maximum of 12 graduate credit hours from the College of Veterinary Medicine DVM curriculum may be applied to their Master’s program of study.

b. For students who have not yet earned a bachelor’s degree and are enrolled in the DVM program and a Master’s program, the Master’s degree shall be awarded concurrently with the DVM.

c. A maximum of 12 graduate credit hours from the College of Veterinary Medicine DVM curriculum or the equivalent may be granted to graduates of other colleges of veterinary medicine;
d. For a master's degree, a minimum of one summer school enrollment or the equivalent in the Graduate School, for at least 8 hours of graduate credit, is required, and preferably a student should have 2 summer school enrollments or the equivalent in the Graduate School.

Extract D.5.c:

**Master's Students with Professional Doctorate Degrees (DVM, MD, etc.)**

A maximum of 12 graduate credit hours from a professional doctorate degree may be transferred toward a Master's degree.
Chapter 3: The Doctoral Degree: Section D

**CURRENT:**

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course to meet the requirements for both an undergraduate degree and a graduate degree. A graduate student may earn a master's degree or a doctorate at Kansas State University after receiving the same degree, in the same or another field, at another institution. The degree sought at Kansas State University is subject to the same provisions for transfer of credit as a first degree.

*Exception:*

a. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;

b. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine.

**PROPOSED:**

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course to meet the requirements for both an undergraduate degree and a graduate degree. A graduate student may earn a master's degree or a doctorate at Kansas State University after receiving the same degree, in the same or another field, at another institution. The degree sought at Kansas State University is subject to the same provisions for transfer of credit as a first degree.

*Exception:*

a. For students concurrently enrolled in the DVM program and a Doctoral program, a maximum of 12 graduate credit hours from the College of Veterinary Medicine DVM curriculum may be applied to their Doctoral program of study.

b. For students who have not yet earned a bachelor’s degree and are enrolled in the DVM program and a Doctoral program the Doctoral degree shall be awarded concurrently with the DVM.

c. Doctoral students with professional doctorate degrees (DVM, MD, etc.) may include a maximum of 12 graduate credit hours from a professional doctorate degree in their 90-hour PhD program.
Chapter 4: Graduate Certificate Programs: Section B

B. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a certificate program, the student must be approved for admission both by the graduate faculty of the program and by the Graduate School.

In most instances, students will apply to a graduate certificate program after they are accepted into a graduate degree program within the Graduate School. In this case, the student should apply directly to the coordinator of the graduate certificate program, using the standard Graduate School application form.

In instances where the graduate certificate program is not linked with a graduate degree program, students will apply directly to the graduate certificate program. Upon approval by the program, the program coordinator will forward to the Graduate School a recommendation regarding admission as a non-degree student. In this case, the student must meet the entrance requirements for graduate study, including English language proficiency requirements as specified in Chapter 1; relevant documentation must be forwarded to the Graduate School before the student can be admitted.

The general requirements for graduate certificate programs are:

B.1 The program must include between 12 and 20 hours of graduate credit. Certificates linked to specific doctoral programs may have requirements above the 20 hour maximum only if those additional hours would normally be a part of the program of study for the student's doctoral degree.

B.2 In any graduate certificate program, a minimum of 12 hours at the 600 level or above is required.

B.3 A minimum of two-thirds of the required credit hours for a graduate certificate must be completed at Kansas State University.

B.4 Upon approval of the student's supervisory committee, credit from a certificate program may be applied to a graduate degree program.

B.5 Upon approval of the coordinator of the certificate program, credits earned before the student entered the certificate program may be applied to that program.

B.6 The minimum grade requirements for certificate programs are the same as those for graduate degrees. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

B.7 A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses for the approved list of courses in the certificate program. An approved list of courses must be on file in the Graduate School at the time the retake request is submitted. If the course is retaken by the direction of the certificate program coordinator, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade.
B.8 Students dismissed from a Graduate Certificate Program must petition for readmission. For the reinstatement procedure refer to Chapter 2, Section G, G.2 or Chapter 3, Section G, G.2.

B.8 Graduate School residence requirements and the requirements for a comprehensive final examination do not automatically apply to certificate programs; but individual certificate programs may include them if appropriate.

B.9 To be awarded a graduate certificate, the student (a) must not be on probation, (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate, (c) must meet all the requirements of the Graduate School and the student's certificate program, and (d) must be enrolled during the semester in which the certificate requirements are completed, and (e) must provide official transcripts for any approved transfer credits. Certificate programs may specify higher requirements.