

## Graduate Council Meeting Agenda

May 7, 2024 – 3:30 p.m.

Zoom Video Conference

Present: P. Adams, A. Ahlers, C. Alexis, M. Arthaud-Day, M. Basel, B. Beyer, L. Bonella (K-State Libraries), J. Canfield, D. Carroll, E. Geisbrecht, J. Gordon, M. Higgins, A. Ivanov, A. Jha (GSC President-elect), S. Joseph, S. Kavimandan, M. Miller (Asst. Dir. Student Success), B. Mirafzal, J. Nikkel (Global Campus), A. Nutsch, V. Padilla Carroll, M. Pakaste, C. Petrescu (Dean), P. Reyes, R. Sadykov, A. Sheshukov, T. Smock (Admin), J. Spencer, G. Topham, J. Ulmer (Proxy for I. Ciampitti), Z. Whitney (GSC President), H. Woods, S. Yelich Biniecki, M. Young (Graduate Faculty Associate)

Absent: I. Ciampitti, B. Olson

Guests: T. Amtoft, M. Billman (Proj. Mngr, Staley School of Leadership), H. Dogan, U. Emery-McClure, K. Keller (Executive Director, Career Center), C. Pickens, T. Yang, U. Yucel

### 1. Opening remarks.

### 2. Approval of Minutes. March 26, 2024 meeting. [https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024\\_agenda\\_minutes/GC2024\\_03-26\\_Minutes.pdf](https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024_agenda_minutes/GC2024_03-26_Minutes.pdf)

Motion: M. Basel

Second: S. Kavimandan

Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

### 3. Graduate School Updates.

- Welcome to the newest Council members:
  - Applied Natural Sciences Academic Area
    - Hulya Dogan, Grain Science and Industry
    - Teng Yang, Applied and Interdisciplinary Studies
    - Umut Yucel, Animal Sciences and Industry
  - Arts and Humanities Academic Area
    - Judy Gordon, Architecture (Re-elected for 2<sup>nd</sup> term)
    - Susmita Rishi, Landscape Architecture and Regional & Community Planning
  - Basic Natural Sciences Academic Area
    - Jun Li, Chemistry
  - Business and Education Academic Area
    - Christy Craft, Special Education, Counseling, and Student Affairs
    - Douglas Walker, Marketing
  - Mathematics and Engineering Sciences Academic Area
    - Torben Amtoft, Computer Science
    - Ursula Emery-McClure, Architectural Engineering and Construction Science
    - Mingjun Wei, Mechanical and Nuclear Engineering
  - Social Sciences Academic Area
    - Charles "Chip" Pickens, Psychological Sciences

- Thank you and much appreciation to those whose terms have ended: Brooke Beyer, Jessica Canfield, Doris Carroll (2 consecutive terms), Ignacio Ciampitti, Judy Gordon, Michael Higgins, Andrew Ivanov, Abbey Nutsch, Perla Reyes, Rustam Sadykov, and Glade Topham.

Dr. Carroll is also an inaugural member of the Graduate School Board.

- Thank you to Dr. Young.
- Strategic Planning Session: May 1, 2024, from 11:00am – 2:00 p.m. in the Flint Hills Room of the Student Union.

The draft plan from the session will be completed and given to the new strategic planning officer in June. It will be incorporated into the university strategic plan and published in December 2024. Council members and graduate faculty may continue to submit feedback on the plan throughout this time.

#### **4. Council Chairs Update.**

The four chairs or the chairs-elect meet one week prior to the Council to coordinate the work of the committees and share information with each other and the Dean's office about graduate faculty concerns. The meeting facilitates the plan of action for the semester and academic year.

Dr. Ulmer, chair of the Committee on Planning, noted that Dean Petrescu, Dr. Young, and Dr. Miller attended the Big 12 Graduate Deans conference recently. He noted that our Graduate School appears to be forging ahead faster than other grad schools in the Big 12 regarding the changing higher education environment, especially with accelerated programs.

Dr. Ulmer discussed the Coltie App, available for smart devices from Google Play or Apple App Store. The app allows prospective graduate students to connect with potential mentors and programs and current grad students to promote their research and stay up-to-date on developments in their fields. It is designed for all academic fields, but is very STEM-heavy at this time. Coltie App information will go into the Graduate School Bulletin and there will be a webinar for them to present to us. Contact Robbyn Anand, one of the application's founders, at [robbyn.anand@coltie.com](mailto:robbyn.anand@coltie.com) for additional information.

#### **5. Academic Affairs Committee – Matthew Basel, Chair**

- Report.
- Action Items.

See Chapter 5, The Graduate Faculty, of the Graduate Handbook for eligibility and nomination requirements. <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html>

##### **a. Graduate Faculty Nominations.**

<b>Name</b>	<b>Position</b>	<b>Department/Program</b>	<b>Type</b>	<b>Page</b>
Kellen Adams	Professor of Practice	Educational Leadership	Member	7
Jayme De Souza Neto	Assistant Professor	Diagnostic Medicine and Pathobiology	Member	10

Name	Position	Department/Program	Type	Page
Randall Nichols	Senior Professor of Practice	Integrated Studies	Member	13
Remya Ampadi Ramachandran	Postdoc Associate / Instructor	Applied and Interdisciplinary Studies	Associate Teach Serve	16
Cornelia Caragea	Adjunct Faculty	Computer Science	Associate Serve	19
Chad Jackson*	Director / Instructor	Management	Associate Teach Serve	22
Blair Kocher	Senior Instructor	Management	Associate Teach Serve	25
Jayme De Souza Neto	Assistant Professor	Diagnostic Medicine and Pathobiology	Certification	10
Matthew Wisniewski	Assistant Professor	Psychological Sciences	Certification	28

\*Associate membership renomination

Motion: The Academic Affairs Committee motions to approve all nominations for regular membership.

Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

Motion: The Academic Affairs Committee motions to approve all nominations for Associate membership.



Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

Motion: The Academic Affairs Committee motions to approve both requests for Certification.

Vote (YES-NO-ABSTAIN): 21-0-0.

#### b. Course and Curriculum Items.

#### Follow these steps to view the proposals in Curriculog:

- Login to Curriculog using your K-State eID and password: <https://kstate.curriculog.com>.
- Click the Curriculog agenda link in the table below.
- From the list of proposals, hover over the proposal and click the  *View Proposal* icon.
- In "User Tracking" (upper right corner), change "Show current" to "Show current with markup."
- View the proposal. To view attachments, click the  *Files* icon in the menu on the right side of the screen.
- Use the browser back button to return to the agenda and select the next proposal.

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

Course Changes - <a href="https://kstate.curriculog.com/agenda:2403/form">https://kstate.curriculog.com/agenda:2403/form</a>		
College	Course Number	Title
Engineering	BAE 643	Life Cycle Assessment
Veterinary Medicine	DMP 691	Introduction to High Containment Laboratory Topics and Techniques
	DMP 710	Introduction to One Health
	DMP 754	Introduction to Epidemiology
	DMP 802	Environmental Health
Education	EDSP 742	Intensive Interventions for Students with Emotional Disability
Business Administration	MIS 667	Applications of Data Models in Business

Motion: The Academic Affairs Committee motions to approve all Course Changes as presented.  
Vote (YES-NO-ABSTAIN): 20-0-0. Motion carried.

New Courses - <a href="https://kstate.curriculog.com/agenda:2404/form">https://kstate.curriculog.com/agenda:2404/form</a>		
College	Course Number	Title
Applied and Interdisciplinary Studies	AAI 695	Special topics in Applied and Interdisciplinary Studies
Veterinary Medicine	AP 637	Introduction to Cell Physiology
	AP 640	Study Methods and Career Preparation for Health Professional Students
	AP 643	Systems Physiology
Engineering	BAE 843	Advanced Life Cycle Assessment
	BAE 864	Advanced Green Infrastructure Design and Assessment
Arts and Sciences	BIOL 743	Advanced Ornithology
Engineering	CNS 628	Precast and Prestressed Concrete Construction Management
Veterinary Medicine	CS 856	Large Animal Surgery Current Literature
Education	EDACE 831	Teaching and Leading Multigenerations of Adults
	EDSP 835	The IEP Process in Special Education

Motion: The Academic Affairs Committee motions to approve all New Courses as presented.  
Vote (YES-NO-ABSTAIN): 20-0-0. Motion carried.

Curricular Changes - <a href="https://kstate.curriculog.com/agenda:2405/form">https://kstate.curriculog.com/agenda:2405/form</a>	
College	Title
Health and Human Sciences	Health and Human Sciences (PhD)

<b>Curricular Changes - <a href="https://kstate.curriculog.com/agenda:2405/form">https://kstate.curriculog.com/agenda:2405/form</a></b>	
<b>College</b>	<b>Title</b>
Education	Leadership Dynamics for Adult Learners Graduate Certificate
Applied and Interdisciplinary Studies (Olathe Campus)	Master of Science in Applied Biosciences (Professional Science Masters Affiliation)
Education	Special Education (MS)

Motion: The Academic Affairs Committee motions to approve all Curricular Changes as presented.

Vote (YES-NO-ABSTAIN): 20-0-0. Motion carried.

#### **6. Student Affairs Committee – Erika Geisbrecht, Interim Chair**

- Report.
  - Broad question: Under what circumstances does a non-English native speaker not have to take an English language proficiency test? (See CH 1, Section B3 English proficiency requirements)
    - Dr. Higgins completed a comprehensive review of 19 peer institutions--all former, current, and future Big 12 schools.
    - Overall, our policy is stricter than most others.
    - A likely recommendation we will forward to Dean Petrescu will include additional considerations that widen the verification of English proficiency (i.e., consider using a four-year undergraduate degree from an accredited US institution to count as English proficiency, without any expiry)
    - We still need to reach out to Modern Languages to get their input to be sure a policy change does not place undue administrative burden on the faculty responsible for ensuring English proficiency.
  - Why does a doctoral candidate who is only doing research and has taken all courses required by the program have to be enrolled in 6 hours in order to be a GRA or GA?
    - Benchmarking for this policy examined the current NexGen peer and aspirational peer institutions and found policy on both ends of the spectrum – schools that had a similar requirement and schools that allowed for the enrollment in one credit.
    - Removing the 6-hour requirement (i.e., changing requirement to enroll in 1 credit) would be beneficial to departments in that they would have more funding to offer other students, furthering recruitment goals. However, it was not clear what other effects this might have.
    - We need to investigate this a little further before finalizing a recommendation.
- Action Items.

#### **7. Committee on Planning – Jonathan Ulmer, Chair**

- Report.

Dr. Ulmer noted that the Student Affairs Committee has provided the benchmarking work to support the committee's future review of Chapter 1. Dean Petrescu stressed that the Council's policy review is based on benchmarking of other universities.

- Action Items. (See Attachments 1 and 2)

Chapter 2, THE MASTER'S AND EDUCATION SPECIALIST DEGREES rationale for changes:

- *Establish that a culminating experience requirement for the coursework only option is determined by the program and only one supervisory committee member is needed.*
- *Align policy language regarding supervisory committees and programs of study with practice.*
- *Remove superfluous information about scheduling the final examination.*
- *Clarify language about restoring students to good standing following probation.*
- *Add requirement for indicating a coursework only option on the POS form. Will include a form update.*
- *Clarify reporting of competency revalidation of courses over seven years old.*
- *Align policy with practice for accelerated program admission and graduation requirements.*

Motion: Dr. Ulmer, on behalf of the Committee on Planning, motioned to waive the second reading of Chapter 2 and approve the recommended changes for the 2024-2025 Graduate Handbook.

Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

Chapter 5, THE GRADUATE FACULTY rationale for changes:

- *Align policy with current membership categories on the nomination form.*
- *Allow appointed research faculty to be nominated for regular membership.*
- *Clarify nomination procedures for non-tenure-track faculty.*
- *Establish that adjunct faculty are eligible only for special membership.*
- *Change "full membership" to "regular membership" for continuity.*
- *Clarify effect of retirement and emeritus status on grad faculty membership and supervisory committee service.*
- *Increase special membership terms from 3 years to 5 years.*
- *Clarify that nomination criteria for Associate and Clinical memberships are different than regular membership, but nomination process is the same.*
- *Establish that visiting faculty are only eligible for special membership.*
- *Establish policy and procedure for requesting that industry professionals be appointed to supervisory committees.*
- *Remove language about ancillary appointments because it is already noted in the University Handbook and is not a Graduate School process.*

Dr. Woods summarized the Academic Affairs Committee's discussions on increasing special membership from 3 years to 5 years. The university's adjunct faculty member cycle is 5 years. Also, the increase gives departments more time to capitalize on their Associate members' teaching and supervisory committee responsibilities.

Motion: Dr. Ulmer, on behalf of the Committee on Planning, motioned to waive the second reading of Chapter 5 and approve the recommended changes for the 2024-2025 Graduate Handbook.

Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

#### **8. Assessment and Review Committee – Judy Gordon, Chair**

- Report.

The April meeting was canceled but minutes were approved via e-mail. The committee is still awaiting direction from KBOR about how program review will restart, aligned with the university's APRR process.

- Action Items.

#### **9. Graduate Student Council – Zane Whitney, President**

- Report.

On May 1<sup>st</sup> the new GSC leadership team took over. Committee assignments are being determined in anticipation of Fall semester. Zane noted that all except for one of the GSC executives are international students.

- Action Items.

#### **10. Discussion with Kerri Keller, Executive Director of the Career Center: Applied learning experiences for graduate students.**

Dr. Keller outlined the emergence of the applied learning experiences initiative. An important first step was defining the term. See "Initial Experiences" at <https://www.k-state.edu/leadership/studentsuccess/appliedlearning/>.

Summarizing takeaways for the Council, Dean Petrescu noted that the initiative appears to focus on providing opportunities for students, not mandating them. Therefore, the Graduate School might not need to create any new policies surrounding this initiative at this time, only help identify current opportunities.

Questions about the applied learning initiative can be sent to [appliedlearning@ksu.edu](mailto:appliedlearning@ksu.edu) or [maggielkay@ksu.edu](mailto:maggielkay@ksu.edu). Maggie Billman is a project and program coordinator for the Staley School of Leadership. She also provides support to scholar development and undergraduate research.

#### **11. Informational Items.**

- a. Graduate faculty memberships approved by the Dean.

Name	Position	Department/Program
Darrin Smith	Associate Professor	Applied and Interdisciplinary Studies
Andrew Sneed	Assistant Professor	Architectural Engineering and Construction Science

#### **12. Adjournment.** The Council adjourned at 4:32 pm.

## ATTACHMENT 1

Wording that was deleted or revised is shown as strikethrough (~~old wording~~); new language, whether through addition or revision, is shown in red text and underlined (new wording). Wording that was moved is shown with a double underline in its new location (moved to) and a double strikethrough in its previous location (~~~~moved from~~~~).

## 2. THE MASTER'S AND EDUCATION SPECIALIST DEGREES

### A. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a Master's or Education Specialist program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School.

A minimum of thirty semester hours of graduate credit is required for a master's degree, and sixty semester hours of graduate credit is required for an Education Specialist degree, but some academic units may require more.

The Graduate School recognizes three different plans for a master's or Education Specialist degree, and the graduate faculty in each academic unit may accept one or more of them. The three possibilities are:

1. Thesis option: As a part of the degree program the student will complete a thesis for 6 to 8 hours credit.
2. Report option: As a part of the degree program the student will complete a written report for 2 hours credit on research or on a problem in the major field.
3. Course work option: The student's degree program will consist of course work only, but it will include evidence of advanced work, such as term papers, objects of art, music, or designs, as determined by the committee.

Not all master's or Education Specialist programs offer all three options, and a student may not select a plan that has not been approved by the graduate faculty of the program in which he or she is enrolled.

A culminating experience may be required to earn a master's degree or an Education Specialist degree. The culminating experience should verify the student's competence to synthesize information across the student's program of study. The culminating experience will be completed prior to or during the semester the student plans to graduate based on the recommendation of the supervisory committee. The Supervisory Committee is responsible for administering the culminating experience, ~~and must include at least 3 graduate faculty members.~~ The majority of the Supervisory Committee must vote in favor for the student to pass ~~his/her~~ their defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

For students pursuing a thesis or report option, the culminating experience shall be a defense of the thesis or report.



For students pursuing a coursework only degree, the culminating experience, if required by the academic program, may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines if the culminating experience is required for each the coursework-only master's degree ~~that the department offers. Examples could include concerts, portfolios, final written or oral examinations, case studies, or whatever the program deems appropriate.~~

To be awarded a master's or an Education Specialist degree, the student (a) must have a bachelor's degree or equivalent, (b) must not be on probation, (c) must have a cumulative grade point average (GPA) of 3.0 or higher, (d) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (e) must be enrolled during the semester in which the degree requirements are completed.

## B. THE SUPERVISORY COMMITTEE

Upon admission to a master's or an Education Specialist degree program, the student confers with the head of the academic program and selects or is assigned an advisor or a major professor pro tem from among the graduate faculty who are qualified to direct master's students and who are willing to assume the responsibility. All students with a program of study that includes a culminating experience must have a supervisory committee. ~~Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least two other members of the graduate faculty.~~ In consultation between a student and their major professor, a supervisory committee, which consists of the major professor, who chairs the committee, and at least two other graduate faculty members is identified. Upon agreement of the selected members and approval of the graduate program director, the Graduate School is informed of the supervisory committee through the program of study<sup>1</sup>. ~~All students, regardless of their program of study, will have an advisory committee.~~ In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the final examination or evaluating the culminating experience, ensuring that University regulations and program requirements are met, and ensuring that the student's master's or Education Specialist program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

## C. THE PROGRAM OF STUDY

Every master's and Education Specialist student must file with the Graduate School a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the degree. The program of study should consist solely of courses directly related to the master's degree. Full time students must file their programs before the end of their second semester of graduate study, and part time students must do so upon the completion of 9 credit hours. The student should prepare the program of study in consultation with the major professor and supervisory committee if committee is

~~required,~~ a All members of which must indicate their approval by signing the Program of Study form provided by the Graduate School. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the program of study require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation. General guidelines for preparing a program of study posted on the Graduate School website should be followed when preparing a program of study.

## D. COURSES

Graduate study demands a high degree of intellectual aptitude. It presupposes a broad preparation and involves the acquisition of specialized knowledge. These facts should be reflected in the graduate student's program of study. Credits that were earned more than seven years prior to the semester in which the student completes all degree requirements may not be used to satisfy the degree requirements except as noted in Chapter 2, Section D.6 and Chapter 2, Section J.4.

### D1. Course Levels and Programs

~~Master's and Education Specialist students should earn a significant majority of their credit hours in courses numbered 700 or above. For example, if a program requires 30 credit hours for the master's program of study, at least 18 hours should be at the 700 level or above, including the thesis/research and the report/problems hours required by the thesis and report options (see Chapter 2.A).~~ For the master's degree at least 18 hours must be at the 700 level or above. Of the 60 credit hours required for the Education Specialist degree, at least 36 hours should be at the 700 level and above, ~~including the thesis/research and the report/problems hours required by the thesis and report options (see Chapter 2.A).~~ Courses at the 600 level may be included, but 500 level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500-level supporting courses in the master's or Education Specialist program is therefore restricted as follows: (1) No course in the student's major area may be at the 500 level, and (2) normally no more than 6 credit hours may be at the 500 level.

### D2. Problems Courses

No more than 3 hours in problems or other individualized courses may be applied in a 30-hour program. No more than 6 hours in problems or other individualized courses may be applied in a program of more than 30 hours.

### D3. Short Courses and Workshops

A student enrolled in a short course or workshop during the summer session may also take regularly scheduled courses but must be able to attend all sessions of both. Enrollment in a short course or workshop does not affect enrollment in research or problems. In no case may a student enroll for more than nine credit hours during the summer session.

### D4. S Courses

Departments may choose to offer certain courses or course sections that are primarily intended to teach or provide practice in skills and principles deemed important to a particular profession or discipline but that may not be applied to a master's or Education Specialist degree program. Such courses or course sections are designated by the letter S.

#### D5. Courses Applied Toward Multiple Degrees

Graduate students may not apply credit from the same course toward the requirements for both an undergraduate and a graduate degree, except as described in the Accelerated B.S./master/ graduate certificate programs approved by Graduate Council. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be applied.

##### *Overlapping graduate credit*

a. Students who take more than one master's and/or Education Specialist degree may not apply more than six hours of overlapping graduate credit in total across the degree programs.

b. Students who wish to earn a master's or Education Specialist degree after earning a doctorate may not apply more than 10 credit hours of doctoral work from the first degree toward the master's or Education Specialist degree.

c. Students who earn a graduate certificate from Kansas State University may apply all of the graduate credits from the certificate towards a master's or Education Specialist degree provided the credits are applicable to the student's program of study for the degree. These credits are subject to revalidation guidelines as described in Chapter 2, J4.

##### *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.

#### D6. Transferred from another Institution

Kansas State University accepts graduate credit from another institution only under the following conditions:

a. The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred;

b. The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and

c. The credit is applicable to the student's program of study for an advanced degree at Kansas State University.

The program of study should consist solely of courses directly related to the master's or Education Specialist degree.

Subject to the recommendation of the supervisory committee, master's students with professional doctorate degrees (DVM, MD, etc.) may include a maximum of 12 graduate credit hours from a professional doctorate degree in their 30-hour master's program or 24 graduate credit hours in their 60-hour Education Specialist degree. As an earned degree, the transfer credit is not subject to the seven-year time limit.

Graduate credit transferred from another institution may not exceed 10 credit hours for the master's degree or 20 credit hours for the Education Specialist degree, and then only for courses graded B or better. Credits that were earned more than seven years prior to the semester in which the program of study is approved cannot be transferred except for approved credit from earned degrees and as noted above. Research credit earned at other institutions cannot be transferred for credit as part of a program of study.

#### D7. Off Campus Programs

A student who has satisfied requirements for admission to the Graduate School may receive credit toward a master's or Education Specialist degree for off campus courses taught by regular members of the Kansas State University graduate faculty or by others approved by specific action of the Graduate Council and the Faculty Senate. The department offering the course must obtain approval in advance from the Dean of the Graduate School and from the Graduate Council. The request for approval must include documentation sufficient to demonstrate that the quality of instruction will be equivalent to that of on campus offerings.

#### D8. Off Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

a. That the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.

b. That the student provides the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.

c. That the major professor carries out local inspections of the student's activities.

~~Regardless of the location at which the research is conducted, the final oral examination will normally be given on the Manhattan campus unless the academic program is completely online. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. When unusual circumstances arise in the guidance of off campus students, supervisory committees should consult with the Dean of the Graduate School.~~

## E. GRADE REQUIREMENTS

### E1. Graded Work

Graduate work is graded A, B, C, D, F, credit/no credit, pass/fail, incomplete, or withdrawn. 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.

To be awarded a graduate degree, the student (a) must not be on probation (see Section F.2), (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

### E2. Non-Graded Work (pass/fail, credit/no credit)

At the discretion of the graduate faculty of the academic unit, seminars or colloquia in which letter grading conflicts with objectives may be offered on a credit/no credit or pass/fail basis. Seminars and colloquia that are to be so offered must be listed with the Dean of the Graduate School.

All courses in the program of study except research (report, thesis, or dissertation) and seminars or colloquia that have been approved for credit/no credit or pass/fail must be taken for letter grades. Research for master's or Education Specialist reports and theses is graded credit/no credit exclusively. Incompletes awarded while research is in progress are not subject to the incomplete policy for course work.

No more than 3 hours of credit/no credit or pass/fail (exclusive of research credit hours) may appear on the program of study for the master's degree and no more than 6 hours of credit/no-credit or pass/fail (exclusive of research credit hours) may appear on the program of study for the Education Specialist degree.

Apart from the program of study, courses may be taken credit/no credit or pass/fail with the approval of the major professor and of the professor offering the course. These courses do not apply toward a degree.

### E3. Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for theses and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the next semester (Fall or Spring) after receiving the grade (except for theses and directed research courses). If the student does not make up the I during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the next semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

#### E4. Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, 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. 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 in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

### F. INACTIVE STATUS AND PROBATION

#### F1. Inactive Status

After consultation with the student's department/graduate program, a student ~~not yet admitted to candidacy~~ will be placed in inactive status if he or she is not currently enrolled and has not been enrolled during the previous two years.

Once in inactive status a student must reapply to (and be accepted into) a graduate program before being considered for re-entry by the Graduate School. To be allowed to resume graduate studies, the student must meet all requirements for entry in force at the time of the new application. Inactive students who seek to regain active status will not, however, be required to recreate materials submitted with their original applications and held in their files by the Graduate School.

If allowed to regain active status, the formerly inactive student will be subject to all requirements in force in ~~his or her~~ **their** graduate program and in the Graduate School at the time the student returns to active status.

#### F2. Probation

~~Students may be placed on probation as a condition of their admission to graduate programs, if warranted by their academic record (Chapter 1.C).~~

~~In addition,~~ <sup>S</sup>tudents who fail to make satisfactory progress in their graduate programs will be placed on probation. Either of the following conditions will warrant probation:

- a. A grade point average lower than 3.0,
- b. The recommendation of the major professor or student's supervisory committee that the student's progress is unsatisfactory.

### F3. Removal from Probation

~~Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.~~

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing when the major professor or supervisory committee notifies the Graduate School that the student is making satisfactory progress. ~~only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.~~

## G. DISMISSAL AND REINSTATEMENT

### G1. Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

- a. Failure of a student admitted on probation to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate coursework, or failure of a student to meet other conditions specified in the admission letter.
- b. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full time students and within 12 credit hours for part time students (see F.3).
- c. Failure to meet published departmental or University requirements.
- d. Failure to maintain satisfactory progress toward a graduate degree.
- e. Failure in the final degree examination(s) (see Chapter 2.K.3).
- f. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.

g. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission (Chapter 1.C) or when the second period is a condition of reinstatement (section G.2).

h. A recommendation for suspension or expulsion by the Honor Council.

## G2. Reinstatement

A student who has been denied continued enrollment may petition for reinstatement to the same program or for admission to a different one. The procedures for reinstatement are described in Appendix C Graduate Student Reinstatement Procedure.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the student who has been reinstated must satisfy conditions described in F.3 for removal from probation.

## H. FOREIGN LANGUAGE REQUIREMENT

The Graduate School has no requirement for a language other than English for the master's or Education Specialist degree. Individual academic units may establish language requirements for their degree programs and may define the level of competence needed to satisfy those requirements.

## I. THESES AND REPORTS

### I1. General

A thesis presents the results of an original investigation of a problem or topic approved by the candidate's supervisory committee. Its purpose is to demonstrate the candidate's ability to conduct original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee.

A report is generally shorter than a thesis, and it may present the results of a more limited original investigation. Alternatively, it may review the state of a particular scholarly or scientific problem, or especially in the case of professional programs or applied disciplines it may describe a project appropriate to the discipline.

Candidates who undertake a thesis or report should allow sufficient time (at least ten working days) for review by the major professor and the supervisory committee and for making any necessary revisions before proceeding to the final examination.

See Appendix B for more information on theses and reports.

See Appendix R of the Kansas State University Handbook for a full description of University policies and associated institutional procedures for intellectual property.



With unanimous approval of the supervisory committee, a student majoring in Modern Languages may write a thesis or report in a language other than English, provided that the language is clearly appropriate to the subject matter.

## I2. Copies

The candidate must provide a copy of the thesis or report to each member of the supervisory committee and all members of the committee must certify that they have received acceptable copies of the thesis or report before a final examination can be scheduled. A copy of the thesis or report must also be available at the examination.

Following a successful final examination, the candidate must provide an electronic copy of the thesis or report to the Graduate School, which will be deposited with the University Libraries. Theses and reports submitted to the Graduate School must be in final and acceptable form, incorporating any revisions required by the supervisory committee. The final electronic copy must also conform to the stylistic guidelines adopted by the academic unit and to the physical requirements established by the Graduate School, available on the Graduate School website under Requirements and Guidelines for Electronic Theses, Dissertations, and Reports.

## J. FINAL EXAMINATION

### J1. Nature

A culminating experience ~~is~~ may be required to earn a master's or Education Specialist degree. If a culminating experience is required, then it ~~The culminating experience~~ should verify the student's competence to synthesize information across the student's program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. If there is a supervisory committee, ~~it~~ The Supervisory Committee is responsible for administering the culminating experience, ~~and must include at least 3 graduate faculty members.~~ The majority of the Supervisory Committee must vote in favor for the student to pass ~~his/her~~ their defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

For students pursuing a thesis or report option, the culminating experience shall be a defense of the thesis or report.

For students pursuing a coursework only degree, if a culminating experience is required, the it ~~experience~~ may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines for each coursework-only master's degree that the department offers. Examples could include concerts, portfolios, final written or oral examinations, case studies, or whatever the program deems appropriate.

### J2. Scheduling

In the case of a candidate writing a thesis or report, the examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis or report has been presented. The

candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. The major professor or co-major professors are responsible for obtaining signature on the ballot from all committee members. Committee members will sign the ballot and submit the signed ballot to the Graduate School. By signing this form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the thesis or report is satisfactory. When the examination has been scheduled, the Graduate School will send a final examination ballot and an ETDR ballot to the major professor and notify in writing all members of the committee regarding the time and place.

Final examinations should be scheduled so as to give the supervisory committee at least two weeks to review the thesis. Preference is for final examinations to be given on the Manhattan campus unless the academic program is completely online. However, arrangements can be made for the student and the supervisory committee to conduct the defense via video conference. The student must work with their major professor or co-major professors and graduate program director to arrange a physical location for the on-campus faculty members. On-campus faculty members should participate in the same location. The major professor or co-major professors is responsible for obtaining signature on the ballot from all committee members. Committee members will sign the ballot and return the scanned copy to the major professor or provide their vote via digital means. The original ballot with committee member's signature and the scanned ballots or digital message will be delivered to the Graduate School.

For students pursuing a coursework only degree, if a culminating experience is required, this must be indicated in the POS form. The student must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. The major professor or co-major professors is responsible for obtaining signature on the ballot from all committee members. Committee members will sign the ballot and submit the signed ballot to the Graduate School.

For students pursuing a coursework only degree, if a culminating experience is not required, the candidate must indicate on the program of study form that the culminating experience is not required.

### J3. Failure and Repetition

At least 2/3 of the supervisory committee must approve the candidate's performance before he or she is deemed to have passed the final examination for thesis, report, or culminating experience. A refusal to vote by the major professor or any member of the supervisory committee shall be recorded as a negative vote. A candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, with permission of at least 2/3 of the supervisory committee, unless the Dean of the Graduate School grants an extension. A third defense is not allowed.

At least 2/3 of the members of the supervisory committee must sign the final ETDR before the ballot can be processed and the thesis or report submitted to K-REX.

### J4. Competency Revalidation of Courses

If a student's program of study includes any course credits more than seven years old at the time the student is expected to complete all degree requirements, the aA revalidation plan for the old courses including must be submitted with the program of study to the Graduate School. final master's

examination will normally include an examination over the body of course work listed on the program of study. The course(s) must be revalidated the semester the student graduates or prior to the last semester.

The form and content of this competency examination is determined by each master's or Education Specialist program which may impose additional requirements for revalidating the student's competency in the supporting course work. In a master's or Education Specialist program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

#### J5. Change in Program and Research Credit

A graduate student who changes from doctoral program to a master's or Education Specialist degree with thesis option may include up to eight hours of dissertation research credit toward their thesis research credit if recommended by the supervisory committee.

### K. ACCELERATED BACHELOR-MASTER PROGRAM\*

#### K1. Nature and Rationale

The Accelerated Bachelor-Master program offers the opportunity for outstanding students to advance their careers in a significant way by pursuing a B**a**chelor and a M**a**ster degree in an accelerated and coordinated program. It provides the opportunity to high performing undergraduate students who pursue this program to count nine graduate credit hours of coursework towards both the graduate and the undergraduate programs. ~~These credit hours will count as unrestricted electives in the bachelor degree.~~ A student can join ~~this program in their sophomore or junior year~~ the accelerated program after completion of a minimum of 75 credit hours toward the completion of the bachelor degree at time of application. Doctoral degrees are excluded from this accelerated program. Graduate education involves a close working relationship between a student and a Graduate Faculty mentor, and the Accelerated Bachelor-Master Degree Program develops this relationship early in a student's career.

\*In previous handbooks, these programs were called concurrent. The name was changed in Summer 2022.

#### K2. Procedures for Proposing an Accelerated Graduate Program

Graduate programs are invited to develop program specific guidelines for recruiting current undergraduates into the Accelerated Degree Program and for guiding students admitted to the program. These guidelines should include the time in the student's undergraduate career in which the student would be admitted into the graduate program, the plans in place to provide the student with the high level of advising necessary for program success, and the identification of the graduate courses (9 graduate credit hours) that count towards both undergraduate and graduate programs' requirements.

#### K3. Accelerated Graduate Program Guidelines

### Admission Requirements

Students applying for the accelerated program are not required to have completed their bachelor degree prior to pursuing the master program. The following requirements must be met before an individual can be admitted into this program:

- The student must be seeking the bachelor's degree.
- The student must have completed a minimum of 75 credit hours toward the bachelor degree at time of application for admission to the accelerated program.
- The student's cumulative undergraduate GPA must be at least 3.0.
- Student must meet all other Graduate School admission criteria as outlined in the Graduate School Handbook.
- A student who has completed all coursework for the bachelor's degree is not eligible for the accelerated program.
- The student will be admitted into the accelerated program with a ~~provisional~~ special graduate admission status.
- ~~Upon successful completion of 9 credits that count towards both bachelor and master degree, the student will receive full admission to the master program.~~

### Graduation Requirements

- After completion of the nine (9) graduate credit hours from the master degree that are counted toward the bachelor's degree and the completion of all undergraduate program requirements, the student must ~~can~~ apply to be awarded the bachelor's degree.
- The student must complete 30 graduate credit hours with a graduate GPA of at least 3.0., including the 9 credits that count towards both bachelor and master degrees.
- In the event that the student begins this program but does not wish to finish the master's degree requirements, the student must notify the College Dean's Office and Graduate School office immediately. A notation on the student's transcript will indicate courses taken at the graduate level were applied to the bachelor's degree only.
- ~~Students in accelerated programs may apply to be awarded with their bachelor's degree the semester they complete undergraduate degree requirements, which may occur 1 to 2 semesters prior to completion of the master's degree.~~

## ATTACHMENT 2

Wording that was deleted or revised is shown as strikethrough (~~old wording~~); new language, whether through addition or revision, is shown in red text and underlined (new wording). Wording that was moved is shown with a double underline in its new location (moved to) and a double strikethrough in its previous location (~~~~moved from~~~~).

### 5. THE GRADUATE FACULTY

#### A. ADMISSION TO THE GRADUATE FACULTY

##### A1. 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 2/3 of all eligible Graduate Faculty in the program. All faculty voting shall be by secret ballot.

Membership falls into two categories, regular (Sections A2 to A5) and special (Section D). Each have conditions in which the appointment may require approval by the Dean of the Graduate School or by the Graduate Council.

##### A2. Regular Membership (Dean track): Procedures for Tenured Faculty and Faculty in the Probationary Period for a Tenured Position, and Research Faculty

The Graduate Faculty assumes that the University's procedures for tenuring faculty members, ~~and~~ appointing new faculty to tenure-earning positions, ~~or~~ and appointing research faculty are sufficient to identify qualified members of the Graduate Faculty. In the case of an already-tenured faculty member holding the terminal degree, ~~or appointed research faculty appointment~~, or a faculty member in the probationary period for a tenured faculty position who holds the terminal degree, nominations are sent to the Dean of the Graduate School by the head of the nominee's department or the chairperson of the nominee's program. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee. A copy of the nominee's curriculum vita should accompany the nomination. The Dean of the Graduate School will appoint the candidate to the Graduate Faculty.

##### A3. Regular Membership (Graduate Council track): Procedures for Other Candidates Seeking Regular Membership~~for Other Candidates~~

For candidates for regular membership other than those covered in section A.2, the procedures outlined below will be followed. All faculty with a formal appointment may be considered for regular membership; adjunct faculty are not eligible but may seek special membership.

Nominations are sent to the Graduate School ~~in duplicate~~ on Graduate Faculty nomination forms that must be endorsed by the head of the nominee's department or the chairperson of the nominee's program. Supplemental information may be submitted, including information requested by the Graduate Council Academic Affairs Committee. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the

nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee.

The Graduate School submits the nomination to the Graduate Council Academic Affairs Committee, which may request clarification, additional information, or consultation. The committee returns the nomination to the Graduate School with its recommendation. If the committee, by majority vote, recommends approval, the nomination is forwarded to the Graduate Council, whose subsequent action is reported by the Dean of the Graduate School to the department head or program chairperson and to the nominee. If the committee does not recommend approval, the chairperson of the committee notifies in writing the submitting department head or program chairperson of the reasons for rejection of the nomination.

If the department or program does not agree with the decision of the Graduate Council Academic Affairs Committee, the head or chairperson has the right to appeal in writing to the Dean of the Graduate School requesting that the item be placed on the agenda of the next regularly scheduled meeting of the committee and that the department head or program chairperson be allowed to discuss the decision with the committee.

#### A4. Regular Membership: Evaluation Criteria

The granting of Graduate Faculty regular membership by the Graduate Council is based on the candidate's having demonstrated independence in scholarship, research, or creative work; a high degree of expertise; and the ability to make significant contributions to the body of knowledge in ~~his or her~~ their discipline. The following criteria do not guarantee admission to the Graduate Faculty, but they do form the basis for consideration:

a. A nominee must have earned the terminal degree recognized within the field of specialization. In fields in which more than one type of degree may be considered terminal or in which ambiguities exist, the departmental or program graduate faculty must address themselves specifically and in detail to this criterion as they assess the candidate's qualifications.

In the exceptional case of a candidate who does not hold a terminal degree but who is recommended by the departmental graduate faculty because of an outstanding national reputation in ~~his or her~~ their field, the departmental graduate faculty must provide a particularly careful justification.

b. In fields in which research is expected, the nominee must have published at least one research article in a refereed journal within the most recent 5 years. The appropriate committee is responsible for ascertaining that the nominee is a major contributor to and a principal author of the article; that the paper represents a substantial original contribution to the discipline; and that the referees apply standards accepted by the discipline.

Research, as used in these criteria, means critical and exhaustive investigation or experimentation having for its aim the discovery of new facts and their correct interpretation, the revision of accepted conclusions, theories, or laws in the light of newly discovered facts, or the practical applications of such new or revised conclusions, theories, or laws (Webster's Third International Dictionary of the English Language, 3rd edn, unabridged).

c. In lieu of publication in a refereed journal, there must be material evidence of research or other creative acts, performances, exhibitions, published creative writings, or patents that represent a comparable achievement within the nominee's field.

A candidate whose most recently published scholarly or creative work is more than five years old will normally not be considered. If the departmental or program graduate faculty judges that work done more than five years prior to nomination is of sufficient significance to justify admission to the graduate faculty, a request for an exception shall be made.

Administrative experience is inadmissible as justification for membership on the Graduate Faculty.

#### A5. Effect of Employment Change

A member of the Graduate Faculty who leaves the employ of Kansas State University, including retirement from the university, ceases to be a regular member of the Graduate Faculty but may transition to associate membership and continue as a member of a master's or doctoral committee for up to one year. A faculty member rehired by Kansas State University must be re-nominated for Graduate Faculty membership as a new faculty member. Exceptions may be granted by the Dean of the Graduate School when sufficient justification is presented. (For rules governing the participation of retired and emeritus faculty, see section 5.D.4.)

### B. DOCTORAL CERTIFICATION

In order to serve as the major professor for doctoral students, a Graduate Faculty member must also be certified. Doctoral certification can be sought when a faculty member is nominated for regular membership on the graduate faculty or at any subsequent time. Academic units that offer only a terminal master's degree may participate in certification at their discretion.

#### B1. Certification Procedure

To apply for doctoral certification, graduate faculty members must provide appropriate evidence of their ability to conduct high quality graduate training at the doctoral level. The Dean of the Graduate School will communicate to academic units the types of evidence that might be included. In turn, academic units will inform the Dean of the Graduate School of their criteria and standards for doctoral certification. The Dean of the Graduate School, in consultation with the Graduate Council Academic Affairs Committee, may ask for clarification or re-examination of the criteria and standards.

The scope, composition, and form of the evidence submitted in support of a nominee for certification is to be determined by the applicant in consultation with the chair/head and graduate faculty of the academic unit. Such evidence should include a statement from the ~~applicant~~ nominator describing professional activities that show creativity, command of the subject, and scholarship.

As the initial step towards doctoral certification for academic units that offer doctoral degrees, the candidate must be recommended by a 2/3 majority vote of all the eligible certified Graduate Faculty members of ~~his or her~~ their academic unit. When it is desired that a graduate faculty member from a non-doctoral granting academic unit serve as a major professor based on ~~her/his~~ their qualifications, a 2/3 majority vote of all the eligible certified Graduate Faculty members in the program in which this individual would serve as a major professor is likewise required. The chair/head of the academic unit will

inform each faculty member of the outcome of the secret ballot and forward those applications that were approved by majority vote, along with the supporting documentation, to the Dean of the Graduate School. The Dean of the Graduate School will forward material submitted for certification to the Graduate Academic Affairs Committee.

In considering an application for doctoral certification, members of the committees will base their decisions on the adherence of the academic unit to its established criteria and standards for doctoral certification. The committee may also ask for further documentation or explanation on individual applications. If the committee, by majority vote, recommends approval, the recommendation is forwarded to the Graduate Council through the Dean of the Graduate School. The Dean then informs the chair/head of the academic unit and the nominee, in writing, about the Council's subsequent action. If the committee does not recommend approval, the chairperson writes to the chair/head of the submitting academic unit and to the Dean of the Graduate School and explains the reasons for rejection of the application.

A person who is denied doctoral certification may seek certification at any time. An applicant may also withdraw from consideration at any time. An applicant whose academic unit has voted not to recommend ~~him or her~~ them for certification may appeal that decision to the appropriate Graduate Council Academic Affairs Committee.

## B2. Listings of Certified Faculty

~~At the start of each academic year, the Dean of the Graduate School will provide heads of academic units with a list of the certified faculty in their graduate programs.~~ Heads of academic units will have access to lists of certified faculty in their units.

## C. DUTIES AND RESPONSIBILITIES OF REGULAR MEMBERS OF THE GRADUATE FACULTY

Regular graduate faculty (~~i.e., those with full or part-time appointments at professorial or instructor ranks~~) who are admitted to the Graduate Faculty may vote in elections, participate in Graduate Faculty meetings, and sit on the Graduate Council. They may serve on advisory, supervisory, and examining committees for master's degrees and doctorates; serve as major professors for master's candidates; and teach courses for graduate credit in the field of specialization as assigned by the department head; and, if certified, serve as major professors for doctoral candidates.

The Graduate Faculty maintains the broad framework for all graduate study. Within this framework, the graduate faculties of departmental and interdepartmental programs stipulate programmatic requirements for individual programs of study. Although considerable latitude is permitted, minimum requirements for admissions, courses, languages, research, and other matters are established under the authority of the Graduate Faculty.

## C1. New Graduate Faculty

It is the responsibility of the graduate faculty members in a department or program to ensure that a new graduate faculty member is provided with any necessary assistance so that the quality of ~~his or her~~ their supervision of graduate degree candidates meets appropriate standards.



## C2. Special Duties for Program Heads

Department heads and chairpersons of interdepartmental programs must review applications for admission, programs of study, and other documents to determine that all program requirements are met. Department heads and chairpersons have the additional responsibility of giving leadership in developing programs and in reviewing ongoing graduate work.

## ~~C3. Exceptions for Non-Graduate Faculty~~

~~With the approval of the Graduate Council, faculty other than Graduate Faculty may also teach graduate courses. In unusual cases, with the approval of the Graduate Council, scholars of exceptional attainment who do not hold a terminal degree may be permitted to serve as major professors for candidates seeking graduate degrees.~~

## D. SPECIAL GRADUATE FACULTY MEMBERSHIPS

Under the following special circumstances, persons may be appointed to the Graduate Faculty for specific teaching or supervisory committee service. Special members of the Graduate Faculty may not vote in elections, vote on graduate curriculum, or sit on the Graduate Council.

### D1. Faculty from Other Regent's Institutions

Anyone holding graduate faculty membership in any of the other five Regents' institutions and having a terminal degree may be awarded full regular Graduate Faculty status at Kansas State University upon the department's presentation to the Dean of the Graduate School of evidence of the candidate's research activity within the past five years. Such approval will be for no longer than 5 years before requiring renomination.

### D2. Faculty from Other Institutions

~~In the case of a proposed joint program between Kansas State University and an institution~~ For faculty from institutions other than the five Regents' institutions, the Graduate School shall review that institution's requirements for graduate faculty membership and extend reciprocity if the requirements are at least as stringent as those at Kansas State University. An individual wishing to teach graduate courses or to serve on supervisory committees, but not as a major professor, may be extended ~~limited~~ associate graduate faculty status if ~~he or she is~~ they are a member of the graduate faculty of any college or university.

The nominating department head ~~Anyone else seeking limited or full Graduate Faculty status at Kansas State University shall~~ must present his the candidate's or her credentials for review to the Dean of the Graduate School. Such approval will be for no longer than 5 years before requiring renomination.

### D3. Adjunct Faculty

An adjunct faculty member is a person from outside the university who contributes to the University's educational efforts through a courtesy appointment without regular compensation. Payment may be made for classroom instruction, although adjunct faculty members are normally not appointed to serve

in the formal teaching program. Individuals may become adjunct members of the faculty by a process defined in the University Handbook (C25.1-5). Departments or graduate programs may deem it advantageous to include adjunct faculty as members of their graduate faculties, and may nominate adjunct faculty to be considered for admission to the Graduate Faculty according to procedures outlined in Chapter 5 Section A.3 of the Graduate Handbook as an associate member (Section D5). Adjunct appointees may not serve as major professors for graduate students, but may serve as co-major professors with a regular member of the graduate faculty.

#### D4. Retired and Emeritus Faculty

Upon recommendation of their department heads, the Dean of the Graduate School may ~~approve~~ appoint retired and emeritus members of the Graduate Faculty ~~for service on graduate supervisory committees or as co-major advisors of graduate students~~ as associate members (Section D5). The Dean of the Graduate School may also ~~appoint such faculty members to other assignments~~ approve a retired or emeritus faculty member to continue to serve as the major professor if this is deemed in service to the Graduate School. Such ~~activities and assignments~~ approval will generally reflect an expressed interest of the faculty member and will under normal circumstances be without pay, although compensation is not precluded.

#### D5. Associate Graduate Faculty ~~Associate~~ Membership

The purpose of the ~~Graduate Faculty~~ Associate membership category is to permit limited Graduate Faculty membership to exceptional individuals who possess specialized training, experience, or certification required for specific teaching or supervisory committee service. Nominees for ~~Graduate Faculty~~ Associate membership must have a formal appointment with the nominating unit at the time of nomination. ~~The Graduate Faculty Associates members~~ are not permitted to serve as the major professor of a supervisory committee but can serve as a co-major professor if the other co-major professor is a regular graduate faculty member. Appointment to ~~Graduate Faculty~~ Associate membership is for a term of ~~three (3)~~ five (5) years. At the end of the term, the faculty member may be re-nominated. There is no limit to the number of terms to which a faculty member may be appointed.

Nomination to ~~Graduate Faculty~~ Associate membership must be initiated by the appropriate department, division, program, or equivalent unit, which must provide documentation for a combination of substantial professional expertise, publications or other scholarly contributions to the discipline, advanced training, degrees, certification, or recognized status in the relevant field. It is incumbent upon the administrative unit to describe the teaching and/or supervisory activities of the candidate and provide a rationale regarding the qualifications of the candidate to make significant and necessary contributions to the program. If the candidate is nominated for the purpose of teaching, the nominating unit is expected to provide a list of courses that the candidate will teach, along with detailed justification as to the qualifications the candidate has for teaching those courses. If the candidate is nominated for committee service, detailed justification as to the qualifications the candidate has for serving on the committee(s) must be included. In the event the ~~activities~~ approved teaching or advising responsibilities of the individual change within the unit, a new nomination process must be initiated submitted. ~~Nomination guidelines should follow the general procedure~~ Although the criteria are different, the nominations are submitted and evaluated following as per the steps outlined described in Chapter 5.A.3 of the Graduate Handbook, and limitations as delineated in Chapter 5.D.7 8 apply.

#### D6. Clinical Graduate Faculty Membership

Clinical Faculty Members in relevant disciplines, whose responsibilities include teaching and clinical services with appointments at the rank of clinical assistant professor, clinical associate professor, and clinical professor may be appointed as Clinical Graduate Faculty. Clinical Graduate Faculty may teach graduate courses, serve on supervisory committees, and serve as co-major professor for any graduate student if the other co-major professor is a regular graduate faculty member. All other criteria specified in Chapter 5.D.5 will apply. Some clinical appointments may include an opportunity for scholarly achievement. In such cases, when the necessary minimum requirements are satisfied, they may apply to be regular graduate faculty members as described in Chapter 5.A.3. ~~Nomination guidelines for Clinical Graduate Faculty Members should follow the general procedure described in Chapter 5.A.3 of the Graduate Handbook.~~ Although the criteria are different, the nominations are submitted and evaluated as per the steps outlined in Chapter 5.A.3 of the Graduate Handbook.

Faculty members may be exempt from the terminal degree requirements if the program has approved qualifications for exemption required by the Higher Learning Commission on file in the Provost Office. Limitations as delineated in Chapter 5.D.7~~8~~ also apply to Clinical Graduate Faculty Members.

#### D7. Visiting Faculty

Visiting faculty are eligible for all levels of membership except regular membership while at K-State.

#### D~~7~~8. Supervisory Committee Restrictions

A graduate supervisory committee may include one or more persons who is not a regular member of the Graduate Faculty so long as a ~~m~~Master's ~~s~~Supervisory ~~c~~Committee includes at least two, and a Doctoral Supervisory Committee includes at least three regular members of the Graduate Faculty and one of the regular graduate faculty members must act as the sole or co-major professor for the committee. In the case of doctoral committees, the major or co-major professor must be certified to direct dissertations.

#### D9. Professionals from Outside Academia as Supervisory Committee Members ~~Courtesy Professorial Appointment~~

Professionals from outside academia often bring important, specialized expertise to a student's supervisory committee. To serve in this capacity, these professionals must possess the terminal degree in the field of specialization, or qualifications considered to be equivalent, and be approved by the Graduate School.

The nominating department head must present the candidate's credentials for review to the Dean of the Graduate School. Such approval will be limited to a specific student's supervisory committee and only for a period of 5 years.

Departments who expect such professionals to serve on multiple supervisory committees are encouraged to seek out appointment of the candidate as an adjunct member of their faculty and appointed as an associate member of the graduate faculty through the process outlined in Section D.5.

~~Unclassified professionals in student service departments or in other support units of the university who are not associated with an academic department or unit may be granted courtesy professorial rank in~~

academic departments, with the approval of the departmental faculty, dean, and provost. Persons granted such courtesy appointments will be expected to hold the terminal degree, or its equivalent, in the academic discipline of the department granting the courtesy appointment. Courtesy appointments do not carry with them the prospect of consideration for tenure or any other obligations on the part of the department. The extent to which the unclassified professional holding the courtesy appointment participates in the activities of the department in which the courtesy appointment is held is arranged between the department and the individual.

#### ~~D10. — Ancillary Appointments~~

Ancillary appointments are made for the benefit of a department to allow faculty from other university departments to contribute to its academic programs. Members who are on regular faculty appointments in other departments or units on campus are eligible. The goal is to foster ties between departments with similar and/or complementary disciplinary interests.

——— a. An eligible faculty member may be nominated for an ancillary appointment by a faculty member in the host department or by the host department head/chair. The nomination should be discussed with other faculty in both departments that the appointment may affect. The nomination should include a letter of nomination, curriculum vitae of the candidate, and a statement outlining the benefits both to the candidate and to the hosting department. Prior to appointment, a majority of the faculty members from the host department must find the individual acceptable as an ancillary faculty member. The appointment must be approved by the host department head/chair, host dean, and the provost. The candidate must also have approval from his/her home department head/chair and dean.

——— b. An ancillary appointment is a five-year term and is contingent upon a continuing regular faculty appointment. To be reappointed, the candidate must be renominated and approved by the process outlined above.

——— c. The activities of an ancillary appointment may include teaching, interaction in scholarly and creative endeavors, participation in graduate programs, and serving on graduate student committees. The regular procedures of the graduate faculty apply to any individual's participation in a graduate program. Departments may develop more specific guidelines and policies related to these appointments.

——— d. Ancillary appointments are without compensation. Ancillary faculty members are subject to all rules and regulations that apply to members of the host department including but not limited to patents, conflict of interest, classified research, and use of human subjects. Ancillary faculty members are not granted tenure, nor are they eligible to vote or hold office in the host department. Ancillary appointments may be recognized in all appropriate departmental documents and literature pertaining to academic programs.

#### E. COURSES TAUGHT BY NON-GRADUATE FACULTY

All graduate courses (600-level and above) shall be taught by members of the Graduate Faculty except as follows:

1. Upon certification by a department head that no member of the Graduate Faculty in that department is available to teach certain graduate courses, a faculty member who does not belong to the

Graduate Faculty but who has the appropriate terminal degree, or qualifications considered to be equivalent, may teach those courses in a specific program area for no more than three one-year terms. Such persons shall be recommended by the majority of the department's graduate faculty and approved by both Graduate Council Academic Affairs committee and the Graduate Council on the basis of evidence documenting their capability in the specific program area.

2. If time is insufficient for the foregoing procedure, the Dean of the Graduate School may approve faculty other than Graduate Faculty, upon the recommendation of their department heads, to teach graduate courses for a maximum of one semester. All such actions must be reported at the next meeting of the Graduate Council, together with an account of all similar prior actions for the persons involved.