

	Graduate Council	
	Date	Wednesday, October 18, 2023
	Time	3:00 PM – 4:30 PM
	Place	Memorial Union 226 - Pioneer Room and Zoom: https://fhsu.zoom.us/j/91736338856

Roll Call

✓ Dr. Janett Naylor-Tincknell	✓ Kim Perez	✓ Gary Andersen
✓ Dr. Medhavi Ambardar	✓ Janelle Harding	✓ Suzanne Becking
✓ Blake Roth, ABD	David Fitzhugh	✓ Jian Sun
✓ Kim Chappell	✓ Rhonda Weimer	✓ Sarah Patterson
Kenton Olliff	✓ Erica Bittel	✓ Dr. Keith Bremer
Laura Wilson	✓ Carrie Tholstrup	✓ Dr. Angela Pool-Funai
✓ Perry Harrison	✓ Angie Howard	✓ Les Mackey
✓ LeAnn Brown	✓ Valerie Yu	✓ Caylan Harris
Brent Goertzen	Angela Walters	
✓ Hussam Ghunaim	✓ Jerrie Brooks	

Standing Items

- 1) Strategic goals for the Graduate School
 - a) Engagement/retention ([Goal 2](#): Student Success)
 - i) Graduate Advisor Training
 Recapping information from last year, if you would like to attend again or recommend someone from your department to attend please watch for these upcoming opportunities.
 - ii) Graduate Student Workshops (Oct. 19th)
 Graduate students have received notices of this and this is not a mandatory requirement, but is recommended for them to attend. This is about career, resumes, cover letters- information that will be beneficial to them. This will be from 11:30am-1:30pm in the Stouffer Lounge.
 - iii) Policy Update
 Currently reviewing
 - iv) Handbook update
 - b) Marketing/recruitment ([Goal 3](#): Strategic Growth)
 - i) Les – Recruitment Update
 As on 20th day, as mentioned in Cabinet, the Graduate School is up 107, while overall the university is down.

We have lots of new accelerated programs. Close to having 14.

INF has 3 new accelerated programs, HIST and Public History both have once now, HRM had one and has been reconfigured, HRIS will have one soon. There are several more. Please keep bringing those programs our way if your department would like to have them. This is especially to help retain current FHSU students from going undergraduate to Graduate.

c) External funding ([Goal 4](#): Resources & Infrastructure)

i) OSSP Report

FY24

13 submissions totaling \$7.8 million

11 awards totaling \$2.4 million

FY23 this time last year

10 submissions totaling \$4.3 million

11 awards totaling \$2.1 million

ii) Endowed Scholarship Funds (\$6,940.11)

Need to get to \$10,000 before we can start to give out scholarships from this. Currently, the foundation does not have a Graduate School scholarship and Graduate students are not eligible for them. There is an online scholarship given through FHSU Online that Graduate students are eligible for, and we have about 5-8 of those that are given out every year.

Right now, there is Kansas Needs- Based Scholarship that students can apply for if they are a Kansas resident, it is \$900 for the spring semester. We are no longer giving any more out this scholarship for the fall semester. We were using it originally to attract new students and to get them to enroll once they were accepted to the Graduate School to help with the “melt issue”, which has seemed to be successful. There is still money for the spring and possible the summer. This is run through Student Affairs and we have not yet heard any specifics about the summer. But students can apply for the spring semester. The university was given \$3.9 million to give out to students. The requirements are that they have to have “need” and are Kansas residents. They get to determine what the financial need is. At this time, we only have the money for this year, we do not know if this will be available again next year. As soon as we know, we will pass along this information. The amount of the tuition was determined by our office to cover almost 1 online class and there would not be any refunds.

Dr. Pool-Funai- although there are some departmental scholarships that Graduate students are eligible for, the idea behind creating one that is specific for Graduate students is just for that reason - this would be the only endowed scholarship that is specifically for Graduate students because they don't have the same type of external financial aid that undergraduate students have. Hopefully, by this time next year, we will be able to share this success.

Dr. Ghunaim asked if there were any scholarships available for international Graduate students? Dr. Bremer stated that there are not currently any for international students, but to check with International Student Services and Global Partnerships to see if they have any available. Online international students are still eligible for the online scholarships that we have 5-8 of each year, and he believes that these are only \$500 a piece. Beyond this, anything for international students would have to come from the departments.

Rhonda Weimer asked if there was a deadline for students to apply by? Dr. Bremer said that the application is open now and will stay open into the spring semester until the 50% refund deadline.

New Business

1) Action Items: Curriculum Committee

a) New Courses

i) INF 690 G Virtualized Infrastructure

Dr. Kim Chappel mentioned that this course was considered a "model". This can be used as an example for others.

ii) PSY 970 Counseling and Mental Health Interventions in School Psychology

Went through a pilot of the new curriculum process they are trying to build for the university that has been shared a number of times in Graduate Council. This made everyone's job much easier with having access to course files and more efficient to be able to review the documents.

iii) NURS 827 Overcoming Health Disparity

(1) Committee recommends approving all courses.

Dr. Chappell asked for a vote to approve these courses. Rhonda Weimer moved, Dr. Perry Harrison 2nd motion. No objections, no abstention. The motion passed.

b) New Programs

i) Programs have been tabled until the next meeting.

Old Business & Updates

1) Action Item: Appeals Policy – Needs a vote.

a. See attachment.

Dr. Ghunaim asked about the time limit, what is the rationale behind the 6 months? Dr. Bremer said that this timeline has always been used, but would like to hear feedback from everyone what they would recommend. Dr. Angela Pool-Funai mentioned that this is the length of time of another semester. The student must appeal within one more semester from when they took the course. Dr. Ghunaim was concerned that as an instructor, he would have a hard time remembering after 6 months. He suggested that this should be done after the student receives their grade at the end of the semester.

Dr. Bremer stated that for the most part, students appeal their grades immediately after the semester, but sometimes it does happen where a student waits to appeal their grade for months following the semester end.

Dr. Pool-Funai stated that there has been a grad appeal 2 years after the semester where a student received a failing grade. But this was denied because it was so long after the fact.

Dr. Jerrie Brooks asked what happens if an instructor is no longer at FHSU?

Dr. Pool-Funai said that this has been a challenge and that has been part of the challenge with knowing what the rationale was. This has been a challenge with incompletes as well. This is definitely a reason behind needing to change the time limit.

Dr. Bremer asked what would be a better proposed timeline?

Rhonda Weimer mentioned perhaps half of that time limit, 3 months. Half of a fall and spring semester. That is enough time for a student to realize that this grade will have an impact. They really should know their program's policies and university policies in the first place, but it gives them time to research that and realize, they cannot pass with a D.

Dr. Bremer would like to vote on this today, including the 3-month timeline if everyone is comfortable with that.

Dr. Ghunaim was concerned that this may still be too much time and asked about 10 days?

Dr. Bremer said that this could be put into your course syllabi, but because The Graduate School official policy would be 3 months it would take precedence.

Dr. Brooks stated that 10 days would almost be too short of time because it's between semesters and faculty would be out of their offices and offices potentially not open as well.

Dr. Pool-Funai mentioned that there is a 60-day appeal deadline for the admission decision appeal and wondered if this would be an acceptable timeline for this? And in then in between phases they have 10 days to “keep the ball rolling”? Should both appeals be 60 days?

Dr. Bremer asked for a vote of making these changes with the changes of making the timeline 60 days.

The vote passes.

Dr. Ghunaim asked if there was room for comments. Dr. Bremer asked if he had other comments?

Dr. Ghunaim had question in the appeals in the 1st paragraph, line 4 referring to the word “program”. Instead of program, should this be a specific person, such as program coordinator?

Dr. Bremer said that he believes that the program refers to if it is an admission decision.

Dr. Ghunaim also had a question regarding the 4th paragraph, and who is responsible for the MLS, MPS, and MBA appeal, in particular the MPS program in the College of Health and Behavioral Sciences.

Dr. Bremer stated that this is where the MPS program is housed, and not in the individual colleges where the departments are. This has to do with how this was submitted and approved by KBOR.

Dr. Pool-Funai added that the instructor of the course that is being appealed will include their part in the appeal so that the Dean will have the resource of the syllabus and other documents.

Dr. Ghunaim also had questions in regards to the 2nd paragraph under the 1st bullet point in the appeal process. The sentence “The advisor or advocate must be a graduate student at FHSU at the time of the appeal”.

Dr. Bremer said that it is just saying that the advocate can be a student, but they must be here at FHSU currently. This is specifically talking about the advocate because it is assumed that an advisor works at FHSU.

Dr. Ghunaim still had concerned about this sentence.

Dr. Pool-Funai asked if this sentence was necessary?

Dr. Bremer suggested to change it to: The advocate must be an FHSU student at the time of the appeal.

Dr. Ghunaim still expressed concerns that the advocate term is still vague and asked if a student in the appeals process has brought another student as their advocate?

Dr. Naylor-Tincknell stated that in her department, there have been student advocates- fellow Graduate students.

Dr. Pool-Funai stated that the advocates are there for moral support.

Dr. Bremer asked if the sentence could be removed.

Dr. Ghunaim had an additional question in the 2nd point, 2nd paragraph that started “Although legal counsel is not considered appropriate or necessary... an advisor or advocate as defined in step 1 above” Is this repetitive? Also with the next sentence “The purpose of the inquiry is fact-finding”.

Dr Pool-Funai said this was probably a carryover from the last paragraph and not necessarily needed here. And that the sentence could start with “The appeal committee will make a recommendation...”

Dr. Naylor-Tincknell expressed that that may indirectly imply that they cannot have an advocate?

Blake Roth mentioned that since this repeats from the 1st step, it could be removed from the 2nd step.

Dr. Naylor-Tincknell expressed that this would still imply that since it is not in the 2nd step, that they may not have an advocate and this sentence could remain unchanged.

Dr. Bremer asked for a vote with these changes.

No opposition, vote passes.

- 2) Action Item: Reading and Review Graduate School Handbook
 - a. Update Handbook over the summer
 - i. GPA Calculations Cumulative vs. last 60 Hours
 - ii. Assistantships
 - iii. Credit for Prior Learning (CPL)
 - iv. No graduation fee anymore
 - v. Non-degree Qualifications
 - vi. Last date to add a student – need to add to handbook; who can add a student; absolute last date to add a student.

Dr. Bremer made the changes that was voted on from the previous meeting. Are there any questions or feedback regarding this?

Dr. Bremer did remove a section regarding fees from the document, and changed the wording under the non-degree qualification to add that we can accept an unofficial Master's or Graduate degree.

Erica Bittle suggested a minor grammar for the apostrophes for GTA, GA, GRAs, does not need to be possessive.

Dr. Bremer updated this and asked the committee to take this back to their departments for review and to bring back any questions and feedback at the next meeting.

3) Continuing Review: Exit Survey

Some of the comments Dr. Bremer received was in order to shorten the survey, to remove the advising questions from it since there is already an academic advising survey. Is there any opposition to removing the advising questions? Dr. Bremer will make the changes and bring back to the next Graduate Council meeting to review again.

Dr. Ghunaim had questions about the design of the survey and the way the questions appear.

Dr. Bremer said he would have to look in Qualtrics and see how it appears so that it can be seen exactly how it will be shown to those completing the survey.

Dr. Bremer said that there was some additional feedback. Dr. Pool-Funai addressed it. There has been some pushback from a faculty senator when we reached out to programs asking/inviting them to provide 3 more questions for the survey. We, as Graduate Council, want to work closely with our colleagues across campus, and this survey is essentially the Graduate version of the 1st Destination Survey that goes out to all the graduating undergraduates and Career Services is responsible for that survey and have been for years. That survey does not go through Faculty Senate and the data points have to be reported to HLC in terms of our alumni and where they go, where they are living, what they are doing, and how much they are making. By moving the Graduate version of this survey into Qualtrics, we can avoid having to send paper versions tucked into their diplomas with a self-addressed envelope, hoping to have it returned. And because it's in Qualtrics, this allows us to add additional questions, so the idea of going out to different departments and asking if they have 3 more questions they want to include, the idea was to invite them to ask questions that will help programs learn more about their graduates. The reason this survey was never sent through Faculty Senate is because it does not belong there. It is the Graduate version of the 1st Destination Survey. There was a little bit of consternation that this survey was never approved by Faculty Senate, but because there was pushback, Dr. Pool-Funai wanted to state that we reached out to programs in the interest of trying to help programs to find out more about their graduates, and not trying to encroach. We were able to tailor a few of the questions for Graduate purposes as opposed to some of the questions asked on the undergraduate version, but the purpose was to help departments understand more about their graduates.

Dr. Ghunaim asked if the undergraduate version asks advising questions?

Dr. Bremer said that it does not, but we are going to remove the advising questions to shorten the survey.

Dr. Pool-Funai added that there is also the Graduate Advisor Survey which came through Graduate Council last year.

Dr. Bremer added that this has been available for review since last March and he has been asking for comments/feedback.

Dr. Pool-Funai added that if there is any concerns from faculty, please bring them to Graduate Council, that is why we have representation for all Graduate programs.

Dr. Bremer added that in Qualtrics, the survey is responsive for a student to select whether they were on-campus or online and the questions will auto populate based on this selection.

Dr. Bremer also added that the 3 questions that departments were asked to add to the survey, are by each department- for example, with MPS each program concentration would get their own 3 questions such as HRM, Cyber Security, Computer Networking/Web and Mobile App Development would get the same 3 questions. Not every degree gets the same 3 questions, but every department. It is a little limiting, but also trying to keep the survey shorter. Dr. Bremer is also going to build a drop-down menu list so students can select which program, so the students will more easily be directed to the questions for their department.

If departments could please email their questions to Dr. Bremer as soon as possible so he can add them to the survey.

Rhonda Weimer asked about their department, since they have a survey for their department students may be less likely to complete this survey. Can their results be sent instead?

Dr. Pool-Funai said yes, any kind of report would be helpful. Part of this is HLC related and since working on this a year and a half ago, realized that the Graduate response to the 1st Destination Survey was very low. Hopefully this will help to get this information from students.

Angie Howard had some questions about the survey with the online and on-campus selection being 100% of the program online, but with her department the two Graduate programs do have requirements to be on-campus in the summer, however those students would be considered online in the fall. Is there a way to report those students as 75% or more, or something along those lines to capture this data better?

The other question would be in regards to the students graduating with the School Psychology Masters, then come back to take the Ed.S, is it possible to hold the survey for that group or if it matters? Or if they shouldn't complete the survey after their Masters?

Dr. Bremer added that there is a question on the survey that does ask if the student is continuing with their education. The students should complete the survey after each degree, because each degree has a metric for HLC.

Dr. Naylor-Tincknell asked in regards of the question about being predominantly online, their students do have to complete a number of face-to-face hours in order to become certified. So, can there be a way to capture this data?

Dr. Pool-Funai said that she believes this question is geared toward whether the student is listed in Workday as FHSU Online or FHSU Main Campus. The irony being that you can be listed as FHSU Main Campus, but take most of your questions online.

Blake Roth asked if there was a way to change the question (Question 9) to say “predominately” instead of having the percentage?

Dr. Bremer said that the percentage could be taken out and put something else in its place.

Dr. Pool-Funai suggested that maybe check with Kristi Mills to see how she is collecting the data and see how to change the question to try to capture similar data.

Dr. Bremer will take this back and work on it and bring it back for review at the next meeting.

Dr. Ghunaim asked about the timing that this survey would be released to students. Will they receive this at the end of their last semester?

Dr. Bremer said that yes, once students complete their Application for Program Completion and been approved, we would send the survey to them. If they are graduating in May, we would send it to them around mid-April to try to capture their responses.

Dr. Ghunaim was concerned that this may be the busiest time for students to complete this and they may have many things to complete around this time. Is it feasible to send this to students one semester before they graduate?

Dr. Bremer said that this data needs to be captured in their last semester, in which they are graduating.

Dr. Pool-Funai added that we use the approved APC to know which students are graduating, otherwise we would not know who to send the survey to.

This discussion was tabled, and Dr. Bremer will make changes to this survey and will bring it next time.

- a. See update on Blackboard
- b. Shorten
 - i. Remove advising questions and Name
- c. What 3 questions does your program want to ask?

4) Update: HLC Reaccreditation Visit

Dr. Pool-Funai updated that she received word from the site visit chair that the schedule is considered final. Hopefully everyone has received an invitation to any small group meetings that you are involved in. Everyone should have at least one open session for faculty and staff on their calendars on either Monday October 30th, and one on Tuesday October 31st, and there is also an open session for students. If you would like to encourage your students to attend this session.

Dr. Pool-Funai also wanted to share that we are under contract with a new course catalog cloud-based system called Course Leaf. Wichita State uses them, as well as a number of other universities. We are now in the planning to implement phase right now meeting with IT, so we need to have updated plans of study, accurate academic plan templates, and accurate program information on our website. We know that the PDF version of our catalog is out of date, but this is what Course Leaf has to start with. Once they get this back to us, there will be some cleanup on our end, but she is optimistic that by this time next year we will have our gears in motion to be able to launch our first public-facing catalog for academic year 24-25, starting Fall 2024. There is still a lot of work to do, but as you continue to make updates to your websites, please bear in mind that everything we can do cleanup-wise is only going to help further down the road. Thank you for your patience and your efforts to make it as accurate as possible.

5) Websites in Departments: Please list program requirements and check the ones that are on your department pages.

Dr. Bremer asked that on each department's websites, please make sure that your Graduate program requirements are on your department websites. In regards to your program requirements, please include if the applicant needs 1, 2, 3 letters of recommendation, a personal statement, resume, any other special documents required, GPA requirements. Students will be directed to your department's page in order to see these requirements. We get a lot of questions in The Graduate School from applicants, and we have an internal document, we call the Green Sheet, that we use to answer these. Shianne Clark just sent out an email asking if there were any updates to any requirements- who are the program coordinators, if there are any deadlines, if there are any changes to requirements, etc.. We have this document internally, but applicants can't see this. We do refer students to department websites, so please make sure that this information is accessible and easy to find. The best way to show these requirements would be using bullet points so that applicants can easily view these and know that these are expected for their application.

Dr. Pool-Funai asked if Dr. Bremer could share the Green Sheet with Jon Faustman.

Dr. Bremer encouraged departments to have their websites updated and stated that Les Mackey has been reaching out to departments. This really helps applicants know what is expected and

finish their application. As we have been asking departments to do this, we have found some departments who have not update their website in quite a while. There were some that still had old names of their departments that were no longer in existence.

If you have any questions about this, please feel free to contact us.

6) Other items for the good of the group?

Dr. Pool-Funai updated about certificates in Workday. There has been a real push at the undergraduate level about getting certificates that departments have promoted on their websites into Workday so that they can be added as advisory programs of study for students. Because certificates aren't transcribed or credentials that the student earns, they are considered advisory program of study, but if we can create them in Workday, they can be tracked with reports and cohorts can be created. Students will see this as a separate wheel of completion on their academic progress in Workday. So they can keep track of what they are doing with their certificate (s) along with their actual program of study. This can be done at the Graduate level as well. If your program has certificates or are interested in creating certificates, they are very simple as far as curricular approvals go. As long as your department's Chair and Dean approve, it goes to Dr. Pool-Funai and she sets it up in Workday. Badges are different and do go through committee approval.

Coming Up

- 1) Next G.C. Meeting – November 15th, 3:00 PM; Memorial Union 226 - Pioneer Room OR via Zoom: <https://fhsu.zoom.us/j/91736338856>
- 2) Graduate School Workshop; Job Search Jumpstart Workshop October 19th 11:30 to 1:30; Stouffer Lounge.

Important Deadlines

Application for Program Completion (APC)

Final Date to Sign Up

10/13/23

If you have a student who still needs to sign up for this, they can but they will need to reach out to their Degree Analyst because this has been closed online.

Comprehensive Exams

Final Date to Sign Up

10/02/23

We can still accept these and put them into Workday and advisors can pull that report.

Dr. Brooks asked if there was a report for students who advisors have submitted results for. Dr. Bremer and Dr. Pool-Funai do not believe there is a report currently. Degree Analysts are going through student by student as they go through the list of students who have signed up for comp. exams. If there is a student missing on that report, the Degree Analysts will reach out to advisors if there is not an exam result reported for them. Dr. Pool-Funai can see if she can create a report for this but is not sure if one can be written.

Exam Results Due (Written and/or Oral)

12/18/23

Master's Theses and Ed.S. Field Studies

Final Copy Due

11/24/23

Oral Examination Report over Theses or Field Studies

11/24/23

Graduate School Appeals Policy

A graduate student who believes that a course grade, a professional disposition decision, the result of a learning experience (e.g., academic dishonesty allegation or penalty, comprehensive examination, fieldwork, etc.), or an admission decision has been assigned in an arbitrary and capricious manner by the instructor or program may pursue a resolution of the dispute by submitting an appeal. **The time limit for filing this appeal shall be within six months of the end of the academic semester in which the evaluation occurred or within 60 days of the admission decision.** The student should carefully consider their own performance or application prior to submitting an appeal. The process is designed to resolve disputes at the lowest possible level, and attempting to resolve the dispute with the instructor or program is the first necessary step before further action can be initiated.

The Appeals process has not been designed to produce changes which are the result of a reevaluation of an instructor's or program's professional judgment about academic performance, admission criteria, or the substantive content of assignments completed by a student. In other words, the focus of the appeal is procedural due process (e.g., course management, errors in application of the course grading arrangements, review of professional dispositions, admission procedures, etc.), and not about the rightness or wrongness of the faculty member's or admission committee's content expertise, admission criteria, judgments about the relevancy of assigned readings, choice of materials, etc.

When a student feels that an assigned grade, result, or admission decision has been applied with arbitrary or capricious standards or procedures, and when the initial informal student-instructor or program level consultations have failed to resolve the situation, the following steps and procedures will be utilized:

1. Appeal to the department chair. (Note: In the case of MLS, MPS, & MBA appeals, a course appeal will be reviewed by the department chair in the department offering the course. A program appeal will be given to the Dean of the College of Arts, Humanities, and Social Sciences for the MLS, the Dean of the College of Health and Behavioral Sciences for the MPS, and, in the case of the MBA program, the Dean of the College of Business and Entrepreneurship with advisory copies routed to the academic department chairs involved. Other programs that may not clearly be assigned to an academic department shall be clarified by the graduate dean.) The student will submit the approved Graduate School Appeals Form to the department chair with attachments to support their case. The department chair will investigate the issue by interviewing all parties involved. Although legal counsel is not considered appropriate or necessary for such proceedings, the appellant may request the presence of an advisor or

advocate. The advisor or advocate must be a graduate student at FHSU at the time of the appeal. The purpose of the inquiry is fact-finding. The department chair will then communicate their recommendation to the student in writing within ten (10) working days of receipt of the appeals form. This documentation will be attached to the Graduate School Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail to the e-mail address provided by the student on the appeal form. If the student wishes to continue the appeal process, they may proceed to step 2 below, **but must do so within ten (10) working days of receipt of the chair's recommendation.**

2. Appeal to the graduate dean via e-mail with a written request to continue the appeal. The department chair will forward the record of the appeal to the graduate dean. The graduate dean shall investigate the appeal by establishing a three-member hearing committee consisting of university graduate faculty. The graduate dean shall convene the committee, issue a charge, and then withdraw from the proceedings.

Although legal counsel is not considered appropriate or necessary for such proceedings, the appellant may request the presence of an advisor or advocate as defined in step 1 above. The purpose of the inquiry is fact-finding. The appeal committee will make a recommendation to the graduate dean. In response, the graduate dean shall issue their recommendation to the provost with copies to all involved parties and the appropriate college dean within ten (10) working days. This documentation will be attached to the Graduate School Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail to the e-mail address provided by the student on the appeal form. **If the student wishes to continue the appeal process, they may proceed to step 3 below, but must do so within ten (10) working days of receipt of the dean's recommendation.**

3. Appeal to the provost via e-mail (Provost@fhsu.edu) with a written request to continue the appeal. The provost shall consider the record of the appeal, and the recommendations of the department chair, the hearing appeal committee, and graduate dean to render a written decision. Copies of this document will be sent to all parties involved in the appeal, including the student, instructors, department chair, and graduate dean. The decision shall embody one of the following:

- a. Agreement with the instructor, program, or committee's original assignment of grade, sanction, result, or admission decision.
- b. A change of the original assigned grade, sanction, or result. A change of grade will be noted on the grading record as an administrative grade change by the provost.
- c. If possible, a retake of the course with another instructor.

d. Other remedy determined by the Provost to be reasonable in light of the circumstances of the appeal.

Approved by Provost Council 8-5-08

Approved by General Counsel 8-13-08

Approved by Graduate Council 10-22-08

Revision Approved by Graduate Council 10-5-15

Revision Approved by Graduate Council 9-13-17

Revision Approved by Graduate Council 2-7-18