

## GE/GLP SENATE SCOMMITTEE ITEMS

**From:** Rowan Daily Mail [mailto:[RowanAnnouncer@lists.rowan.edu](mailto:RowanAnnouncer@lists.rowan.edu)]  
**Sent:** Monday, October 30, 2017 1:54 PM  
**To:** Rowan University Employees  
**Subject:** \*\*\* EXTRA EDITION Rowan Daily Mail \*\*\* - OCTOBER 30, 2017



# RowanUniversity

\*\*\* Rowan Daily Mail - Employees \*\*\*

\*\*\* EXTRA EDITION - October 30, 2017 \*\*\*

New Thesis / Dissertation Submission Process

### Thesis and Dissertation Requirements

Rowan students pursuing a doctoral degree or a master's degree with a thesis/dissertation requirement (or option) as part of their fulfillment for graduation are required to submit their thesis/dissertation to the Office of Graduate Research Services for final format approval. All theses and dissertations must be submitted for final format review through the ProQuest ETD Administrator, which is accessed within the required online Pre-Submittal Workshop administered through the Canvas learning management system.

Effective Fall 2017, the Office of Graduate Research Services has implemented a change to the process for Thesis and Dissertation submission and final approval as outlined below.

Within the first two semesters of a master's/doctoral degree program with a thesis/dissertation requirement (or option), students must:

- Submit the \$75 Thesis and Dissertation Fee to enroll in the required online Pre-Submittal Workshop through the Rowan Online Marketplace. Students are automatically enrolled in the workshop upon payment of this fee.
- Appoint the Thesis/Dissertation Committee, in consultation with his/her Thesis/Dissertation Advisor.
- Complete and seek the corresponding signatures on the new Thesis/Dissertation Committee Appointment Form.
- Submit the properly signed Thesis/Dissertation Committee Appointment Form in PDF format via the Pre-Submittal Workshop.

**Comment [A1]:** Proposed language: Within the first three years of a master's/doctoral degree program with a thesis/dissertation requirement (or option), or sooner if specified by individual programs, , students must:

**Comment [A2]:** Proposed language: Graduate fee

**Pre-Submittal Workshop**

The required online Pre-Submittal Workshop is provided to assist students in the preparation of their thesis or dissertation document for submission to the Office of Graduate Research Services for final format review and approval. The content is self-guided and organized into sections for easy accessibility, and includes sample pages as well as a video walk-through of formatting guidelines.

**Virtual Office Hours**

As part of the Pre-Submittal Workshop, the Graduate Research Specialist, Office of Graduate Research Services will be available during scheduled times via the Conference tool in Canvas to answer questions and provide formatting guidance. During the Conference, students have the opportunity to upload their document for an informal preliminary review to address formatting issues prior to submitting the thesis/dissertation document for final format review.

For more information regarding thesis and dissertation requirements, please visit  
[www.rowanu.com/thesis](http://www.rowanu.com/thesis).

**Contact:**

Erika Holland  
Office of Graduate Research Services  
Graduate Research Specialist  
[graduateresearch@rowan.edu](mailto:graduateresearch@rowan.edu)  
Phone: 856-256-5092 (from On Campus Rowan phone: 6-5092)

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Contact [rowandailymail@rowan.edu](mailto:rowandailymail@rowan.edu) with questions, problems or comments. © 2017 Rowan University



## Thesis/Dissertation Committee Appointment Form

Candidate's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Degree/Program: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

I understand that research involving human subjects (including surveys, questionnaires, and interviews), animals, and/or r-s DNA and biological hazardous materials requires approval from the appropriate regulatory research oversight committees (IRB, IACUC, IBC). I certify that I will comply with current applicable Rowan University policies, federal regulations, and required training pertaining to research before and during all stages of my research.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The thesis/dissertation committee must be comprised of at least three members, including the Thesis/Dissertation Advisor. Please check with your department/program for further requirements.

Committee Chair (*Print name*) \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member (*Print name*) \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member (*Print name*) \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member (*Print name*) – Optional \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member (*Print name*) – Optional \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Approval:

Program Coordinator (*Print name*) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College Dean (*Print name*) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Research (*Print name*) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**From:** Harvey, Roberta K  
**Sent:** Monday, December 11, 2017 9:57 PM  
**To:** Ammar, Nawal H <[ammar@rowan.edu](mailto:ammar@rowan.edu)>; Lehrman, Susan Elizabeth <[lehrman@rowan.edu](mailto:lehrman@rowan.edu)>; Lacovara, Kenneth J <[lacovara@rowan.edu](mailto:lacovara@rowan.edu)>; Lowman, Anthony <[lowman@rowan.edu](mailto:lowman@rowan.edu)>; Williams Shealey, Monika <[shealey@rowan.edu](mailto:shealey@rowan.edu)>; Magee-Sauer, Karen P. <[Sauer@rowan.edu](mailto:Sauer@rowan.edu)>; Dammers, Richard Joseph <[Dammers@rowan.edu](mailto:Dammers@rowan.edu)>; Tweedie, Sanford M. <[Tweedie@rowan.edu](mailto:Tweedie@rowan.edu)>; Talley, Lee Allen <[talleyl@rowan.edu](mailto:talleyl@rowan.edu)>; Blake, Corinne L. <[Blake@rowan.edu](mailto:Blake@rowan.edu)>; McFarland, Daniel J. <[mcfarland@rowan.edu](mailto:mcfarland@rowan.edu)>; Van Brunt, Margaret <[Vanbrunt@rowan.edu](mailto:Vanbrunt@rowan.edu)>; Guerra, Erick J. <[guerra@rowan.edu](mailto:guerra@rowan.edu)>; Chin, Steven <[Chin@rowan.edu](mailto:Chin@rowan.edu)>; Isik-Ercan, Zeynep Zennur <[ercan@rowan.edu](mailto:ercan@rowan.edu)>; Rattigan, Peter J. <[Rattigan@rowan.edu](mailto:Rattigan@rowan.edu)>; Sledjeski, Eve M <[Sledjeski@rowan.edu](mailto:Sledjeski@rowan.edu)>; Stewart, Melanie <[stewartm@rowan.edu](mailto:stewartm@rowan.edu)>; Butler, Roger L. <[butlerl@rowan.edu](mailto:butlerl@rowan.edu)>; diNovi, Kristen N. <[diNovi@rowan.edu](mailto:diNovi@rowan.edu)>  
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**Subject:** Reading and Review Day  
**Importance:** High

Dear Deans, Associate Deans, and Assistant Deans,

This fall marks the University's return, after a long hiatus, to the practice of having a Reading and Review Day before Final Exam Week. It has been recently brought to my attention that there is some confusion among the faculty about the purpose and protocols for this day. The Office of Academic Affairs has been in the process of developing a comprehensive Final Exam Week Policy that will address this more fully but it has not been finalized pending a number of recommendations that need to be proposed to the University Senate for review. In the meantime, the only guidelines for Reading and Review Day are those specified in the University Academic Calendar Policy (<https://confluence.rowan.edu/display/POLICY/University+Academic+Calendar>), which state:

**A Reading and Review Day, on which no classes, exams, nor mandatory instructional activities may be scheduled, shall precede Final Exam Week in both the Fall and Spring Semesters.**

The proposal for Reading and Review Day was initiated by the Student Government Association. The University discontinued having such a day at least two decades ago over concerns that the unstructured time encouraged partying and contributed to disciplinary offenses. The increased academic caliber of our student body and the accompanying increased rigor of the academic programs now mean that the culture of the University has changed. Our students need and will use a day of preparation to study on their own or with peer study groups, meet with faculty or tutors, seek counseling to cope with stress, and otherwise engage in activities that will promote their academic success. The University's focus on retention and persistence has resulted in the development of an array of curricular and co-curricular support initiatives.

We are asking that faculty schedule no required and/or graded activities on this day to allow students to prepare as they see fit and have the best possible chance for success with their final exams or other culminating activities. Please let me know if there are lingering concerns. We will ensure that Reading and Review Day and other requirements relating to Final Exam Week are clearly and thoroughly articulated in an approved policy to be in effect for the Spring 2018 semester.

Thank you,

**Comment [A3]:** A Reading and Review Day, on which no classes, exams, nor mandatory instructional activities may be scheduled, shall precede Final Exam Week in both the Fall and Spring Semesters for undergraduate face-to-face full semester courses.

**Title:** *Attendance Policy*

**Subject:** *Academic Affairs*

**Policy No:** AA: 2015:04

**Applies:** *Traditional Undergraduate Programs*

**Issuing Authority:** *Provost / Senior Vice President for Academic Affairs*

**Responsible Officer:** *Deans*

**Adopted:**

**Last Revision:** *10/04/2017*

**Last Reviewed:** *10/04/2017*

#### I. PURPOSE

To establish policy, procedures, and guidelines for the management of classroom attendance and attendance records.

#### II. ACCOUNTABILITY

Under direction of the Provost/Senior Vice President for Academic Affairs, all Deans, Department Chairs, and Department Heads shall implement this policy. All faculty shall ensure compliance with the policy.

#### III. APPLICABILITY

This policy applies to students and faculty with respect to all graduate and undergraduate courses offered. Additional policies are independently developed and implemented by the Rowan University School of Osteopathic Medicine, the Graduate School of Biomedical Sciences, and the Cooper Medical School of Rowan University.

#### IV. POLICY

##### 1. Responsibilities of Students

- a. Students are expected to attend each meeting of each scheduled class for which they are officially registered and are responsible for knowing their instructors' attendance policies as stated in the syllabus.
- b. Students who are absent for the reasons listed below must inform their instructors of their absence and provide documentation. For planned absences, notice must be given before the missed class meeting. In the case of unexpected absences, documentation must be provided as soon after the absence as possible. Students must consult with their instructors to determine what is considered acceptable documentation.

- i. Official University activities
  - ii. Illness
  - iii. Death of a family member or loved one
  - iv. Inclement weather
- c. Rowan respects the diversity of faiths and spiritual practices in the university community. Students planning to observe religious holidays that occur on scheduled class days must inform their instructors at the beginning of the term. Students who make such arrangements will not be required to attend classes or take examinations on the designated days.
- d. In the case of rare and compelling circumstances not listed above, students should make every effort to discuss reasonable accommodations with their instructors in advance (if feasible) or as soon as possible afterward.

## 2. Responsibilities of Faculty

- a. Faculty must keep accurate attendance records and to verify student attendance in compliance with federal financial aid regulations when requested.
- b. Attendance requirements must be included in the course syllabus.
- c. In the case documented and excused absences related to the reasons listed above and to religious/spiritual observances, faculty must make reasonable accommodations to provide students the opportunity to make up their course work. In cases where graded classroom activities cannot be replicated and the student has not exceeded the maximum number of allowable absences (as explained below), the faculty either will provide an alternative graded assignment or remove the activity from the calculation of the student's final grade.
- d. Faculty are under no obligation to make special provisions for students absent for reasons other than those listed above or in cases where acceptable documentation was not provided. However, faculty are encouraged to consider accommodations for rare and compelling circumstances.
- e. Faculty may establish additional attendance criteria that are reasonable and consistent with this policy. Criteria may include setting a maximum number of absences for a course (whether excused or unexcused) after which a student should withdraw from the class.
- f. Criteria may include setting a maximum number of absences for a course (whether excused or unexcused) after which a student should withdraw from the class.  
In accordance with the withdrawal schedule, a W will be assigned for a regular withdrawal and a WP or WF for a late withdrawal. In cases where the withdrawal is due to excused absences, the student may submit a hardship withdrawal request, with appropriate documentation, to the Hardship Committee requesting that a W be assigned.
- g. If a student develops a pattern of excessive absences, the faculty should advise the student to request assistance from the Dean of Students.

## 3. Online Attendance Policy

- a. A student is officially considered "present" in the online portion of a course when Learning Management System analytic reports show that the student has visited each page, tool, or assignment as is necessary to conduct class work by the end of each week.

**Comment [A4]:** No proposed changes by the GE/GLP committee

This includes at least one visit to all pages, tools, and related materials presented within each week's module as well as any other materials associated with class work for that week as specified in the course overview document.

- b. Faculty may actively check attendance and provide students with written notice regarding issues with their attendance record as they deem necessary. Additional policies regarding attendance and consequences for failure to meet the attendance requirements for this course, if any, are provided in the *Grading Section* of the course syllabus.
4. Face-to-Face Attendance (for hybrid courses)
- a. For hybrid courses, the planned face-to-face class meetings are mandatory, unless otherwise noted.
  - b. Failure to appear at face-to-face class meetings without documentation for an excused absence may result in penalties as prescribed by the faculty member in the course syllabus or at the discretion of the faculty member in accordance with Rowan University attendance policy.
- (Policy items 3 and 4 currently are under Senate review and are considered interim pending approval.)

## Graduate Education and Global Learning & Partnerships Senate Subcommittee Charge

### Current charge:

GRADUATE EDUCATION and GLOBAL LEARNING and PARTNERSHIPS: Reviews and recommends academic policies and procedures in the Division of Global Learning and Partnerships, including the development of online and hybrid courses, as well as traditional courses offered by DGLP. Will work with the Graduate Advisory Council. Also reviews and recommends academic policies and procedures for graduate programs not housed in DGLP. Total 16 members.

- 8 Faculty (to include at least 1 representative from each College)
- 2 Professional Staff
- 2 SGA Reps
- 2 Graduate Students
- 1 Rowan Global Representative
- 1 AFT Rep

### Proposed charge:

GRADUATE EDUCATION and GLOBAL LEARNING and PARTNERSHIPS: Reviews and recommends academic policies and procedures in the Division of Global Learning and Partnerships and for graduate programs not housed in DGLP. Coordinates with ACADEMIC POLICIES AND PROCEDURES. Total 19 members.

- 8 Faculty(to include at least 1 representative from each College)
- 2 Professional Staff
- 2 GLP Students
- 2 Graduate Students
- 1 Rowan Global Representative
- 1 AFT Rep
- 1 Academic Policies and Procedures representative
- 1 Graduate Advisory Council representative
- 1 Graduate Education Council representative (if developed)

Comment [A5]: Approval of this new charge