



RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. Eric Milou, Rowan University Senate President  
 To: Dr. James Newell, Provost  
 Date: 3/11/13  
 RE: Senate Resolution 130308-2

**Executive Summary of Graduate and Post-bac Policy Review**

**Background**

- Based upon feedback over the past 2 years (since CGCE merger with the Graduate School) and from the academic review process in fall 2011, CGCE met with Associate Provost in fall 2011 and it was determined that a full review of the Graduate Handbook and all policies that affect graduate/post-bac/CGCE students was necessary.
- The Associate Provost then set up an official GAC Representative for Academic Policies & Procedures (AP&P) Committee of the Senate so that any CGCE/graduate/post-bac policy updating took place via official University channels. Barbara Bole Williams volunteered to serve as the GAC rep to AP&P/Senate.
- The need/task to review and update all CGCE-related policy was brought to GAC in January of 2012 by Dean Sosa. It was determined that the Assistant Dean, Rebecca Gollihur, and Barbara would work as a team to lead the GAC through the necessary updates/additions to the former Graduate Handbook/CGCE policy.

**Overall Goals**

- To ensure that our policies are the most up-to-date, clear and understandable, and best serve the needs of our students, faculty and staff
- To make our policies easier to locate
  - The Student Handbook should be the main source for student policy information. To accomplish this, CGCE worked with the VP for Student Life Office (Student Handbook) and the Associate Provost (Academic Policies) to ensure that these documents addressed the policy needs of CGCE/graduate/post-bac students or directed those students to CGCE-specific information on the CGCE website.

**Process for Organizing Needed Policy Revisions**

- Between January and August 2012,, the existing 2009-2010 Graduate Handbook (from the former Graduate School) was divided into:
  - University-wide policies (that were untouched and simply confirmed were in the Student Handbook)

- Resources (that we confirmed were in the Student Handbook)
- Graduate/post-bac/CGCE-specific policies (which we divided into 3 phases for GAC review )
  - Between March and July, GAC representatives met and reviewed the graduate/post-bac/CGCE-specific policies and collected feedback from their faculty – upon which many revisions were based.
  - We removed any policies that GAC determined were obsolete or duplicated in the Student Handbook.
  - We removed any policies that were **not academic** in nature. These were:
    - Admissions and related policies
    - Emergency School Closing
    - Immunization Procedures
  - As of 07/09/12, all old and new policies have been reviewed and approved by the GAC and are ready for the next step.
- In preparation for the next step, the set of graduate/post-bac/CGCE-specific policies were further divided into the following three categories to determine whether or not they needed further approval from AP&P and Senate:
  1. We removed any policies that GAC determined **did not include any true policy change** even though there were some re-written/clarified language/forms.
  2. **New policies** which are made up of the following:
    - i. Academic Program Policy Categories (Policy Categories by Program)
    - ii. Commencement Walking Policy (*New portions added and approved by the Provost and Registrar in spring 2012*)
    - iii. Graduation Application Grace Period for Thesis/Dissertation Students
    - iv. Honors Designation
    - v. Program Dismissal and University Dismissal
    - vi. University/CGCE-wide policies vs. Program/Departmental policies
  3. **Significantly-updated policies** are:
    - i. Appeals Process for Minimum Satisfactory Academic Progress
    - ii. Attendance Policy – Faculty & Students Responsibilities
    - iii. Audit policy
    - iv. Concurrent Application and Matriculation Policy
    - v. Enrollment Definitions
    - vi. Graduate-level Credit by Examination
    - vii. Leaves of Absence or Withdrawal from the University
    - viii. Minimum Graduation Requirements Policy
    - ix. Registration after Program Completion
    - x. Minimum Satisfactory Academic Progress Overview
    - xi. Senior Privilege/Taking Graduate Courses as an Undergraduate Student
    - xii. Time Limits for CGCE Program Completion

**Policies for Review**

- The items listed in numbers 2 and 3 above contain the set of policies that GAC determined needed to be presented to AP&P and Senate.
- In preparation for the open forum, please click on the appropriate links above to review the policies in their proposed format.

**Current Status of Policy Review**

- In addition to the information shared throughout the spring 2012 term, the GAC plans to provide another opportunity for the Rowan community to review and contribute input for the policies before they were presented.
  - To this end, two open forums are planned (in cooperation with the Faculty Center) for September, 2012.
  - There are two opportunities to attend:
    - Thursday, September 20, 10:50 AM-12:05 PM in James Hall, Rm. 2095
    - Wednesday September 26, 3:15 PM-4:05 PM in James Hall, Rm. 3110
- The GAC plans to meet once more after the open forums to consider the feedback provided and to prepare the final versions of all policies to present to AP&P/Senate.
- Once approved by AP&P/Senate, GAC and CGCE will email the Rowan community and update the appropriate policy pages.

Acceptance:

\_\_\_\_\_ I give my approval. I have forwarded this item to \_\_\_\_\_ for implementation.

\_\_\_\_\_ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

\_\_\_\_\_

ADDITIONAL REVIEW NEEDED:

\_\_\_\_\_ I am willing to give approval if the following modification(s) are made:

\_\_\_\_\_ Before I can approve or reject this item, I need clarification on the following:

\_\_\_\_\_ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

\_\_\_\_\_ I decline acceptance of this item for the following reason:

*Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records*