

December

2016

Council

Of

Academic



Deans



LOUISIANA TECH UNIVERSITY

OFFICE OF VICE PRESIDENT
FOR ACADEMIC AFFAIRS

MEMORANDUM

TO: President Les Guice 
FROM: Terry M. McConathy 
Vice President of Academic Affairs
DATE: January 4, 2017
SUBJECT: Council of Academic Deans

The attached packet is from the December 15, 2016 meeting of the Council of Academic Deans. It is now being presented for your consideration.

mol
12/19/2016

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3188 • RUSTON, LA 71272-0001 • TELEPHONE (318) 257-4262 • FAX (318) 257-4153

AN EQUAL OPPORTUNITY UNIVERSITY

Council of Academic Deans
AGENDA
Thursday, December 15, 2016, 9:00 am
WT 1647

- 1. Opening Remarks**
- 2. Instructional Policies Committee (IPC)**
 - a. October 18, 2016
 - b. November 8, 2016
 - c. December 13, 2016
- 3. Graduate Council**
 - a. Minutes September 21, 2016
 - b. Minutes October 26, 2016
 - c. Poll Vote September 26, 2016
 - d. Poll Vote November 2, 2016
- 4. Council of Academic Deans**
 - a. Minutes September 15, 2016
 - b. Poll Votes October 24 and October 27, 2016
 - c. Poll Vote November 2, 2016, Parts 1 and 2
 - d. Administrative Edits December 2016
 - e. Paul Jackson – ANS 589A Special Topics Course
- 5. ULS & BOR Actions**
 - a. ULS Board Action October 2016
 - b. ULS Board Action December 2016
 - c. BOR Action November 2016
- 6. Follow-Up**
 - a. Ron Cathy, UNIV 490
- 7. Discussion Items**
 - a. Commencement Participation Feedback
 - b. 9th Class Day Enrollment Winter 2016-17
 - c. Retention Data December 2016
 - d. Online Evaluation Data
- 8. Action Items**
 - a. ULS Academic Renewal Revisions
 - b. ULS Student Success Assignment
- 9. Other Business**
- 10. Adjournment**

Council of Academic Deans Committee

MINUTES

December 15, 2016

The Council of Academic Deans met on December 15, 2016 in Wyly Tower 1647. The following members were in attendance. Mr. Bob Vento, Dr. Hisham Hegab, Dr. Don Kaczvinsky, Mr. Mark Shoemaker, Dr. Pamela Ford, Dr. Sheryl Shoemaker, Dr. Chris Martin, Dr. Don Schillinger, Dr. Gary Kennedy.

Guests at the Council of Academic Deans Committee from Counsel and Career were Mr. Ron Cathy.

- **Opening Remarks**
 - Dr. McConathy called the meeting to order and welcomed Council members and guests to the meeting.
- **UNIV 490**
 - Mr. Cathy was invited back to touch base with the committee on UNIV 490. A brief re-cap of UNIV 490 course was provided by Mr. Cathy. A packet was handed out showing the layout for 12Twenty software. The layout and points of interest were discussed by the Council
 - UNIV 490 is a Moodle course that will help evaluate and gauge many aspects of graduates choices and options after graduation. The Council voted in favor to approve the UNIV 490 course.
- **Instructional Policies Committee (IPC)**
 - The minutes and submissions from the IPC Committee will be emailed to the Council. A Poll Vote to be conducted with a deadline of close of business of December 15, 2016.
- **Grad Council**
 - Graduate Council minutes from September 21, 2016 and Poll Vote from September 26, 2016 were presented. Dr. Shoemaker requested that one portion be tabled from the Poll Vote Conducted on September 26, 2016. This portion is in reference to HIIM being approved to have an on-campus component implemented. It was approved unanimously on a Schillinger/Kaczvinsky motion and second.
 - The minutes from the October 26, 2016 were approved unanimously on a Kaczvinsky/Hegab motion and second.
 - The Poll Vote from November 2, 2016 was presented and approved unanimously on a Hegab/Schillinger motion and second.
- **Council of Academic Deans**
 - The minutes from the September 15, 2016 meeting were approved unanimously by a Shoemaker/.Schillinger motion and second.
 - Poll Votes from October 24 and October 27, 2016 were approved unanimously on a Schillinger/Kaczvinsky motion and second.
 - Poll Vote November 2, 2016 part A and B were approved unanimously on a Kaczvinsky/Hegab motion and second.
 - The Administrative Edits were discussed and required no action.
 - Special Topics Course ANS-589A were discussed and entered into the record.
- **ULS & BOR Actions**
 - Items A through C were presented. No action necessary.

- **Discussion Items**
 - Dr. Terry McConathy discussed Commencement Participation and requested feedback. The Council requested that a recommendation be made to President Guice to form an Ad Hoc committee. It was approved unanimously on a Kaczvinsky/Kennedy motion and second. Dr. Schillinger volunteered to serve on the unofficially committee.
 - 9th Day Class Day Enrollment for Winter 2016-2017 was distributed for the Council's information.
 - Online Evaluation Data was discussed. It was noted that Library Science need to be removed the College of Applied and Natural Science list. It was noted that it will effectively need to be added to the College of Education list.
 - Each college will be responsible for deciding how these evaluations are administered.
- **Action Items**
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 - The ULS Student Success Assignment topic was discussed by the Council. Dr. Terry McConathy asked the Council members to review the attachment and the forthcoming email attachment. Dr. McConathy requested that each Council member respond to the questions no later than close of business on December 20, 2016.
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 - An electronic SCH report will be sent to each Council member as soon as it is available.
 - Dr. McConathy reported that Dena Selmer will be graduating soon. Dr. Dua has been working with Dr. McConathy on in securing a Graduate Student who will fill this vacated position. The Graduate Student will begin working alongside Dena Selmer before her graduation to safeguard a smooth transition.

The Council of Academic Deans adjourned on a Martin/Kaczvinsky motion and second.

Mol
12-15-2016

Miki Lyons

From: Miki Lyons <miki@latech.edu>
Sent: Thursday, December 15, 2016 10:57 AM
To: ~~Christopher Lee Martin~~; Donald N. Schillinger; ~~Donald P. Kaczvinsky~~; Gary Alan Kennedy; ~~Hisham Hegab~~; Pamela Ford (prford@latech.edu); Rita Franks (rfranks@latech.edu); ~~Robert D. Vento Jr.~~; ~~sshoemaker@latech.edu~~; Terry McConathy (tmm@latech.edu)
Subject: Poll Vote of IPC minutes

Dear Council members,

Please submit your vote to approve or disapprove the IPC Minutes from October, November and December no later than close of business today. Thank you.

Respectfully-

Miki O. Lyons
Administrative Assistant
Academic Affairs
Louisiana Tech University
Wyly Tower 1653
1310 W. Railroad Ave
P.O. Box 3188
Ruston, LA 71272
Tel: 318-257-4262
Fax: 318-257-4153
miki@latech.edu

APPROVE	DISAPPROVE
KENNEDY	
HEGAB	
SHOEMAKER	
VENTO	
KACZVINSKY	
MARTIN	

Miki Lyons

IPC Poll Vote for 12/15

From: Miki Lyons <miki@latech.edu>
Sent: Thursday, December 15, 2016 9:35 AM
To: Christopher Lee Martin; Donald N. Schillinger; Donald P. Kaczvinsky; Gary Alan Kennedy; Hisham Hegab; Pamela Ford (prford@latech.edu); Rita Franks (rfranks@latech.edu); Robert D. Vento Jr.; sshoemaker@latech.edu; Terry McConathy (tmm@latech.edu)
Subject: IPC Minutes from last three meetings
Attachments: 10-18-2016 Minutes_Agenda and Submissions.pdf; IPC Agenda for 11-8-16 meeting.pdf; IPC 12-13-2016 Minutes.pdf

For your Records

Respectfully-

Miki O. Lyons
Administrative Assistant
Academic Affairs
Louisiana Tech University
Wylly Tower 1653
1310 W. Railroad Ave
P.O. Box 3188
Ruston, LA 71272
Tel: 318-257-4262
Fax: 318-257-4153
miki@latech.edu

Below are the Graduate Certificates that would qualify for the fee waiver if students apply for both the program and GC during the same Quarter.

Graduate Certificate:

GC Information Assurance

ANS GC Dietetics

GC Technical Writing

GC Technology Facilitator Grades K-12 (online)

GC Reading Specialist (face-to-face)

GC Teacher Leader

GC Higher Education Administration

GC Rehabilitation Teaching for the Blind

GC Special Education Mild/Moderate for Elementary Education Grades (1-5)

GC Special Education Mild/Moderate for Secondary Education Grades (6-12)

GC Communication Systems

Embedded in (program):

MBA

Nutrition and Dietetics

MA English

MED C&I Research, Theory, and Design

MED C&I Research, Theory, and Design

Master of Education Educational Leadership

Doctor of Educational Leadership Higher

Education Administration

Master of Arts Counseling and Guidance Rehab

Teaching for the Blind

MAT General Special Education Mild/Moderate
(1-5)

MAT General Special Education Mild/Moderate
(6-12)

MSE Engineering-Communication Systems

GRADUATE COUNCIL

SEPTEMBER 21, 2016 – 2:00pm

Present: Drs. Shoemaker, Alford, Basinger, Campbell, Jones (for Derosa) Pope, Wang (for Dua), Toaddy (for Pierce), Webre, and Zalesch; Messrs. Parker and Vento; Ms DeSoto and Ms. Robinson (ex-officio) .

Absent: Dr. Francis

Agenda Item #1

Dr. Shoemaker welcomed Council members to the first meeting for 2016-2017 and introductions were made of all members in attendance as there were several serving as proxy in attendance. The Council ratified the Poll Votes of 6/7/2016, 6/22/2016, 7/19/2016, and 8/9/2016 held during the summer on an Alford/Campbell motion.

Agenda Item #2

Dr. Shoemaker presented several proposed revisions to the graduate section of the catalog because of changes in various graduate policies and procedures.

- a. Graduate Admission
- b. Readmission
- c. Non-Degree categories
 - 1) Graduate Certificate – **approved on Basinger/Pope motion**
 - 2) Concurrent

Items #2a, #2b, and #2c2 were tabled for additional edits and will be distributed for poll vote.

Agenda Item #3

A revision to Policy #2310 was needed to ensure compliance and avoid additional federal requirements be met---- **approved on a Webre/Alford motion.**

"Assistants will be compensated only for hours worked during a pay period and may not exceed 20 hours per week during any pay period. The limit of hours must be monitored by the departmental supervisors to make sure that the maximum of 20 hours per week is not exceeded. ~~without prior approval.~~"

Agenda Item #4

The College of ANS thesis guidelines draft was still undergoing revisions and the item **tabled** to be submitted at a later date.

Agenda Item #5

Dr. Jones presented two new course additions for the College of Engineering & Science.

- a. **BIEN 581 – Engineering Solutions to Healthcare Challenges** – 0-3-3 (eff Winter 2016-17)
Council approved course ADD – motion by Webre/Zalesch

- b. **INEN 520 – Six Sigma Black Belt Project - 0-3-3 (eff Spring 2017)**
Council approved course ADD – motion by Vento/Basinger.

INFORMATION ITEMS

Agenda Item #6

Dr. Basinger informed the Council that the College of EDU has proposed to the Board that the required number of hours be reduced from 36 hours to 33 hours for the MAT-Middle Grades (4-8) for both Math/Science and for the MAT-Secondary (6-12) curriculums. Once that approval has been received, EDU will be submitting new curriculums to the Graduate Council for review.

Agenda Item #7- Other business

- a. Dr Shoemaker re-emphasized some new GA/TA policies regarding the UNIV 500 course enrollment for first-time GA and the English Proficiency requirement for international TA assigned as instructor of record.
- b. Distribution of meeting schedule for 2016-2017. The later deadline of March for submitting catalog changes was noted.
- c. Distribution of Membership Roster noting additional changes will be forthcoming as colleges elect new representatives
- d. Dr. Shoemaker reminded the Colleges that the Graduate School will begin verifying appropriate enrollment and enforce the catalog policy requiring registration in Practicum/Research & Thesis/Dissertation Research, etc. if students are using university facilities, faculty/staff members time, etc. to work on the required associated activity---research, practicum, or examinations.

Some Colleges indicated they may require a Research Project rather than a thesis or dissertation. Mr. Vento will program an “R” for tracking purposes into the student information system to designate Research Project.

- d. Dean Shoemaker shared graduate application data comparing the previous vendor application processing time vs the new online application vendor showing a significant reduction in the average amount of processing days since use of the new system was implemented in Fall 2015.

There being no further business, the meeting was adjourned by Dr Webre.

POLL VOTE RESULTS – JUNE 7, 2016

The Graduate Council, by majority vote, approved the following item as proposed with only very minor edits:

1. University Policies & Procedures for Graduate Assistantships

POLL VOTE RESULTS – JUNE 22, 2016

The Graduate Council, by majority vote, approved the following new course proposal for Graduate Teaching Assistants as presented with very minor edits:

1. **UNIV 500** – Univ Policies/Procedures for TA's - (**no credit**) – eff Fall 2016.

GRADUATE COUNCIL

POLL VOTE – July 19, 2016

Please review the following items and submit your response on each item separately. Your vote should be returned to the Graduate School **no later than 2:00pm on Thursday, July 21, 2016**. If there are any questions, please contact Dean Sheryl Shoemaker at sshoemaker@latech.edu.

College of Education

1. MEd – Ed Leadership Admission Requirements
2. Graduate Certificates – new
 - a. Orientation and Mobility
 - b. Rehabilitation Teaching for the Blind
 - c. Cyber Education
3. PSYC 650 – change in credit hours
4. PSYC 651 – change in credit hours

College of Applied & Natural Sciences

1. Master of Health Informatics (MHI) – adding On-Campus location.

College of Engineering & Science

1. STAT 650 – change in course description and prerequisites
2. STAT 506 – change in course prerequisites
3. STAT 507 – change in course prerequisites
4. STAT 508 – course add
5. STAT 580 – course add

Dr. Sheryl S. Shoemaker

From: Dr. Sheryl S. Shoemaker <sshoemaker@latech.edu>
Sent: Wednesday, August 10, 2016 10:38 AM
To: 'Janet Pope'; 'Dr. Sheryl S. Shoemaker'; 'Abigail Desoto'; 'Bill Campbell'; 'Bob Vento, Jr.'; 'Bruce Alford'; 'Dawn Basinger'; 'John Francis'; 'LaToya Pierce'; 'Marilyn Robinson'; 'Monte Parker'; 'Pedro Derosa'; 'Saul Zalesch'; 'sheryl shoemaker'; 'steve webre'; 'Sumeet Dua'
Subject: RE: Poll Vote 8/9/16 EDU GC, SPED, KINE

By majority vote, all items have passed Graduate Council. I will forward to CADS today. Thank you so much!

Sheryl

Sheryl S. Shoemaker, Ph.D., Au.D.
Dean, Graduate School
Elva Legget-Smith Endowed Professorship
SACSCOC Accreditation Liaison
Louisiana Tech University
Box 7923
Wylly 1642, 1310 W. Railroad Ave.
Ruston, LA 71272
TEL: 318-257-2924
FAX: 318-257-4487

From: Dr. Sheryl S. Shoemaker [<mailto:sshoemaker@latech.edu>]
Sent: Tuesday, August 9, 2016 1:38 PM
To: 'Janet Pope'; 'Dr. Sheryl S. Shoemaker'; 'Abigail Desoto'; 'Bill Campbell'; 'Bob Vento, Jr.'; 'Bruce Alford'; 'Dawn Basinger'; 'John Francis'; 'LaToya Pierce'; 'Marilyn Robinson'; 'Monte Parker'; 'Pedro Derosa'; 'Saul Zalesch'; 'sheryl shoemaker'; 'steve webre'; 'Sumeet Dua'
Subject: Poll Vote 8/9/16 EDU GC, SPED, KINE
Importance: High

I have attached the following for Poll Vote.

Note: if any item contains Fall Quarter implementation, it will not start until the Winter Quarter.

Please email me your vote by **Friday, August 12th at noon.**

College of Education:

1. GC Cyber-Informational Item-Plan of Study
2. Sports Performance-Curriculum Change
3. Administration of Sports and Physical Activity-Curriculum Change
4. SPED 588-Course ADD
5. SPED 565-Course ADD
6. SPED 544-Course ADD
7. SPED 502-Course ADD
8. SPED 484 (G)-Course ADD (approved by IPC)
9. SPED 482(G)-Course ADD (approved by IPC)

10. SPED 472 (G)-Course ADD (approved by IPC)

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PROPOSED CHANGES TO CATALOG --- 2016 Sept 2121

Current:

Graduate School Admission

Certain minimum admission standards are established by the Graduate Council for the University. Each academic college has the prerogative to be more selective and to establish higher standards for its respective graduate students. Deadlines for additional requirements may vary by program. Each student is responsible for becoming knowledgeable of Graduate School and specific program requirements and policies.

A student will not receive graduate credit for any course taken unless he or she has complied with the admission procedures and has been accepted for admission to the Graduate School. Admission to Graduate School does not necessarily mean admission into a specific degree program. Students may attend class only after completion of advisement and registration, which includes payment of tuition and fees.

Requirements: Graduate School applicants must satisfy all general admission requirements for Louisiana Tech University.

Applications: All application forms for admission may be completed online at www.latech.edu/graduate_school. Admission applications with all required fees must be received in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Any credentials missing before the end of student's first complete term of enrollment will result in the student not receiving graduate credit, nor will an official Louisiana Tech academic transcript be provided to the student.

International applications: International students should submit an admission application far enough in advance of deadlines to allow sufficient processing time and make the necessary travel arrangements to arrive on campus prior to registration and must attend an international student orientation. Upon arrival at Louisiana Tech, an international graduate student must enroll in the program he or she was admitted to for a minimum of one quarter. After fulfilling this requirement, a student may apply for admission to another academic program at Louisiana Tech University by following the Graduate School's admission procedures.

Transcripts: All official transcripts must be received in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Transcripts must be mailed directly from the college/university to Louisiana Tech Graduate School.

Test scores: All official standardized test scores must be on file in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Scores must be mailed directly from official testing centers (ETS, IELTS, GMAT, etc.) to Louisiana Tech Graduate School.

Admission: Official admission notification will be mailed to each student by the Graduate School.

If permission to enter the Graduate School is given prior to graduation, this admission is automatically withdrawn if the bachelor's degree is not awarded before the date of registration.

Registration: Students should follow registration procedures outlined on the Louisiana Tech web site (BOSS) or in the quarterly Schedule of Classes ("The Racing Form") available from the University Registrar during each registration period.

Persons previously banned for disciplinary reasons or misconduct or criminal activities cannot register without the specific approval of the Dean of the Graduate School and the Vice President for Student Affairs.

PROPOSED CHANGES – 2016 Sept 21

Graduate School Admission

Certain minimum admission standards are established by the Graduate Council for the University. Each academic college has the prerogative to be more selective and to establish higher standards for its respective graduate students. Deadlines for additional requirements may vary by program. Each student is responsible for becoming knowledgeable of Graduate School and specific program requirements and policies.

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Requirements: Graduate School applicants must satisfy all general admission requirements for Louisiana Tech University.

Applications: ~~All a~~ **Application forms** for admission may be completed online ~~at~~ **on the Graduate School website by selecting APPLY NOW**. Admission applications with all required fees must be received in the Graduate School ~~at least~~ **preferably** 30 days in advance of registration for the session in which the student expects to enroll. **Applicants should review program websites for program specific deadlines**. Any credentials missing ~~before by~~ the end of student's first complete term of enrollment *will result in the student not receiving graduate credit*, nor will an official Louisiana Tech academic transcript be provided to the student.

Students applying to more than one degree program and/or Graduate Certificate are required to submit separate applications and pay separate processing fees for each. The processing fee for a second application can be waived only if a student applies for simultaneous admission to a Graduate Certificate embedded within a degree program. An embedded Graduate Certificate refers to course work for the degree program ~~can~~ **that can** also be applicable to the Graduate Certificate.

International applications: International students should submit an admission application **by deadlines specified by the Graduate School and program** ~~far enough in advance of deadlines~~ to allow sufficient processing time and make the necessary travel arrangements to arrive on campus prior to registration and **must to** attend an international student orientation. **For program deadlines occurring before the Graduate School's deadlines, international applicants should follow the program deadline. If a deadline is not specified by the program or if the Graduate School's deadline is before the program deadline, international applications should follow the Graduate School or earliest deadlines to allow sufficient processing time.**

Upon arrival at Louisiana Tech, an international graduate student *must* enroll in the program he or she was admitted to for a minimum of *one quarter*. After fulfilling this requirement, a student may apply for admission

to another academic program at Louisiana Tech University by following the Graduate School's admission procedures.

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Council of Academic Deans Committee

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- 10. Adjournment**

Dr. Sheryl S. Shoemaker

To: GRADUATE COUNCIL
Subject: PV RESULTS - 2016 Sept 26

POLL VOTE – September 26, 2016

By majority vote, the Graduate Council has approved the following items as recommended with a minor edit.

1. Minutes – September 21, 2016
2. Catalog proposals – revised sections
 - a. Graduate Admission
 - b. Readmission
 - c. Non-Degree Categories
 - 1) Graduate Certificate
 - 2) Concurrent - (**minor edit in yellow highlight**)

~~Graduating~~ **Undergraduate** seniors currently enrolled in a regionally accredited institution (referred to as home institution from this point forward) who have a minimum cumulative undergraduate GPA of 3.20 on all undergraduate work attempted may be allowed to register for a combined load of undergraduate courses and courses for graduate credit (500 level) if they meet the following University of Louisiana System criteria. Students not meeting undergraduate preparatory requirements will not be eligible for this program. Students must obtain written approval of the appropriate Louisiana Tech University college's graduate director/coordinator, academic dean, and the Dean of the Graduate School, and International Student Office, if applicable.

Marilyn Robinson

Assistant to the Dean

Louisiana Tech University
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Wyly Tower Room 1642
1310 Railroad Avenue #7923
Ruston LA 71272
318/257-2924 (phone)
318/257-4487 (fax)
mrobinso@latech.edu

PROPOSED CHANGES TO CATALOG --- 2016 Sept 21 - **REV (PV 9/26/16)**

Current:

Graduate School Admission

Certain minimum admission standards are established by the Graduate Council for the University. Each academic college has the prerogative to be more selective and to establish higher standards for its respective graduate students. Deadlines for additional requirements may vary by program. Each student is responsible for becoming knowledgeable of Graduate School and specific program requirements and policies.

A student will not receive graduate credit for any course taken unless he or she has complied with the admission procedures and has been accepted for admission to the Graduate School. Admission to Graduate School does not necessarily mean admission into a specific degree program. Students may attend class only after completion of advisement and registration, which includes payment of tuition and fees.

Requirements: Graduate School applicants must satisfy all general admission requirements for Louisiana Tech University.

Applications: All application forms for admission may be completed online at www.latech.edu/graduate_school. Admission applications with all required fees must be received in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Any credentials missing before the end of student's first complete term of enrollment will result in the student not receiving graduate credit, nor will an official Louisiana Tech academic transcript be provided to the student.

International applications: International students should submit an admission application far enough in advance of deadlines to allow sufficient processing time and make the necessary travel arrangements to arrive on campus prior to registration and must attend an international student orientation. Upon arrival at Louisiana Tech, an international graduate student must enroll in the program he or she was admitted to for a minimum of one quarter. After fulfilling this requirement, a student may apply for admission to another academic program at Louisiana Tech University by following the Graduate School's admission procedures.

Transcripts: All official transcripts must be received in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Transcripts must be mailed directly from the college/university to Louisiana Tech Graduate School.

Test scores: All official standardized test scores must be on file in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Scores must be mailed directly from official testing centers (ETS, IELTS, GMAT, etc.) to Louisiana Tech Graduate School.

Admission: Official admission notification will be mailed to each student by the Graduate School.

If permission to enter the Graduate School is given prior to graduation, this admission is automatically withdrawn if the bachelor's degree is not awarded before the date of registration.

Registration: Students should follow registration procedures outlined on the Louisiana Tech web site (BOSS) or in the quarterly Schedule of Classes ("The Racing Form") available from the University Registrar during each registration period.

Persons previously banned for disciplinary reasons or misconduct or criminal activities cannot register without the specific approval of the Dean of the Graduate School and the Vice President for Student Affairs.

PROPOSED CHANGES – 2016 Sept 21- REV (PV 9/26/16)

Graduate School Admission

Certain minimum admission standards are established by the Graduate Council for the University. Each academic college has the prerogative to be more selective and to establish higher standards for its respective graduate students. Deadlines for additional requirements may vary by program. Each student is responsible for becoming knowledgeable of Graduate School and specific program requirements and policies.

A student will not receive graduate credit for any course taken unless he or she has complied with the admission procedures and has been accepted for admission to the Graduate School. Admission to Graduate School does not necessarily mean admission into a specific degree program. Students may attend class only after completion of advisement and registration, which includes payment of tuition and fees.

Requirements: Graduate School applicants must satisfy all general admission requirements for Louisiana Tech University.

Applications: ~~All a~~ Application forms for admission may be completed online ~~at-on the Graduate School website by selecting APPLY NOW~~. Admission applications with all required fees must be received in the Graduate School ~~at least~~ preferably 30 days in advance of registration for the session in which the student expects to enroll. ~~Applicants should review program websites for program specific deadlines~~. Any credentials missing ~~before by~~ the end of student's first complete term of enrollment ~~will result in the student not receiving graduate credit~~, nor will an official Louisiana Tech academic transcript be provided to the student.

Students applying to more than one degree program and/or Graduate Certificate are required to submit separate applications and pay separate processing fees for each. The processing fee for a second application can be waived only if a student applies for simultaneous admission to a Graduate Certificate embedded within a degree program. An embedded Graduate Certificate refers to course work for the degree program ~~can~~ that can also be applicable to the Graduate Certificate.

International applications: International students should submit an admission application ~~by deadlines specified by the Graduate School and program far enough in advance of deadlines~~ to allow sufficient processing time and make the necessary travel arrangements to arrive on campus prior to registration and ~~must to attend as a mandatory~~ international student orientation. ~~For program deadlines occurring before the Graduate School's deadlines, international applicants should follow the program deadline. If a deadline is not specified by the program or if the Graduate School's deadline is before the program deadline, international applications should follow the Graduate School or earliest deadlines to allow sufficient processing time.~~

Upon arrival at Louisiana Tech, an international graduate student *must* enroll in the program he or she was admitted to for a minimum of *one quarter*. After fulfilling this requirement, a student may apply for admission

to another academic program at Louisiana Tech University by following the Graduate School's admission procedures.

Transcripts: All official transcripts must be received in the Graduate School ~~at least~~ **preferably** 30 days in advance of registration for the session in which the student expects to enroll. Transcripts must be mailed directly from the college/university to Louisiana Tech Graduate School.

Test scores: All official standardized test scores must be on file in the Graduate School at least **preferably** 30 days in advance of registration for the session in which the student expects to enroll. Scores must be mailed directly from official testing centers (ETS, IELTS, GMAT, etc.) to Louisiana Tech Graduate School.

Admission: Official admission notification will be **emailed** to each student by the Graduate School **to the email address used to submit the application.**

| If permission to enter the Graduate School is given prior to **completion of the baccalaureate degree graduation**, this admission is automatically withdrawn if the bachelor's degree is not awarded before the date of registration.

Registration: Students should follow registration procedures outlined on the Louisiana Tech web site (BOSS) or in the quarterly Schedule of Classes ("The Racing Form") available from the University Registrar during each registration period.

Persons previously banned for disciplinary reasons or misconduct or criminal activities cannot register without the specific approval of the Dean of the Graduate School and the Vice President for Student ~~Affairs~~ **Advancement.**

Current:

Readmission (from Feb 24, 2016 minutes)

Students must be in good academic standing with a minimum GGPA of 3.00. Students with a GGPA below 3.00 must appeal for reinstatement by following the Graduate appeal process in the current catalog.

Students not continuously enrolled at Louisiana Tech for two or more consecutive quarters (except for the Summer term) must complete a new Graduate Application form and must pay the processing fee for re-entry to the Graduate School.

*Students returning to the same graduate program who interrupt their studies and do not enroll at Louisiana Tech for two or more consecutive quarters (except for the Summer term) should complete a form for **Readmission** and pay the application processing fee. Programs determine during the application review whether applicants must pursue new curriculums or may remain in a previous curriculum, and whether previously completed course work is current and applicable to the degree program.*

*Students who interrupt their studies and do not enroll at Louisiana Tech for any one quarter (excluding the Summer term), must submit a form for **Readmission**. No processing fee is required.*

Students changing degree programs within the same college of their current degree program will need to complete a new Graduate Application, but a processing fee is not required. The curriculum and catalog in effect at the time of admission into the new program will be followed and no mixing of curricula is permitted in satisfying requirements for graduation.

Students changing degree programs requiring a transfer from one college to another college at Louisiana Tech must complete a new Graduate Application and must pay the processing fee. The curriculum and catalog in effect at the time of admission into the new program will be followed and no mixing of curricula is permitted in satisfying requirements for graduation.

Readmission students who have attended another college/university since last enrolled at Louisiana Tech must submit an official transcript from each college/university attended. Transcripts must be transmitted directly from the college/university to Louisiana Tech. If the required transcripts are not received by the end of the first quarter of readmission, the student will not be permitted to enroll for any subsequent quarters. If the required transcripts are submitted and the student is determined to have been ineligible for readmission, no credit will be awarded for that quarter. Official Louisiana Tech academic transcripts will not be provided to any student with incomplete readmission records.

PROPOSED CATALOG REVISION – 2016 Sept 21 - REV (PV 9/26/16)

READMISSION

Students must be in good academic standing with a minimum GGPA of 3.00. Students with a GGPA below 3.00 must appeal for reinstatement by following the Graduate appeal process in the current catalog.

~~Students not continuously enrolled at Louisiana Tech (except for the Summer term) must complete a Graduate Application and pay the processing fee for re-entry to the Graduate School.~~

Students returning to the same graduate program who interrupt their studies and do not enroll at Louisiana Tech for two or more consecutive quarters (except for the Summer term) should complete a Readmission Graduate Application and pay the processing fee. Programs determine during the application review whether applicants must pursue new curriculums or may remain in a previous curriculum, and whether previously completed course work is current and applicable to the degree program.

Students who interrupt their studies and do not enroll into the same graduate program at Louisiana Tech for any one quarter (excluding the Summer Term), must also submit a ~~form for~~ Readmission Graduate Application but ~~no~~ processing fee is required.

Students changing degree programs within the same college of their current degree program will complete a NEW Graduate Application, but a processing fee is not required. The curriculum and catalog in effect at the time of admission into the new program will be followed and no mixing of curricula is permitted in satisfying requirements for graduation.

Students changing degree programs requiring a transfer from one college to another college at Louisiana Tech must complete a NEW Graduate Application and pay the processing fee. The curriculum and catalog in effect at the time of admission into the new program will be followed and no mixing of curricula is permitted in satisfying requirements for graduation.

Readmission students who have attended another college/university since last enrolled at Louisiana Tech must submit an official transcript from each college/university attended. Transcripts must be transmitted directly from the college/university to Louisiana Tech. If the required transcripts are not received by the end of the first quarter of readmission, the student will not be permitted to enroll for any subsequent quarters. If the required transcripts are submitted and the student is determined to have been ineligible for readmission, no credit will be awarded for that quarter. Official Louisiana Tech academic transcripts will not be provided to any student with incomplete readmission records.

Current:

Graduate Non-Degree Admission Categories

All non-degree admission categories are subject to the minimum requirements for conditional admission.

Graduate Certificate Program

Students wishing to enroll in this non-degree category must complete a Graduate School application, pay the application fee, provide an official baccalaureate degree-posted transcript, meet course prerequisites, and understand that they are not admitted to a graduate degree program. Students must maintain the minimum grade standards set for Conditional admission to the Graduate School. See section on Grade Requirements for Graduate Students Admitted Conditionally. Each academic college has the prerogative to set higher standards for its respective graduate students.

A Graduate Certificate Program is a set of pre-determined subject-matter-specific graduate courses pursued to enhance an individual's mastery of a subject area without completing a master's program. As such, certificate programs are not shortened versions of existing master's programs.

Successful completion of a Graduate Certificate Program results in the receipt of a certificate that specifies graduate certification in a specific area and is accompanied by the appropriate posting on the official Louisiana Tech University Certificate transcript.

Proposed: 2016 Sept 21 - REV (PV 9/26/16)

Graduate Non-Degree Admission Categories

All non-degree admission categories are subject to the minimum requirements for conditional admission.

Graduate Certificate Program

Students wishing to enroll in this non-degree category must complete a Graduate School application, pay the ~~application~~ **processing fee**, provide an official baccalaureate degree-posted transcript, meet course prerequisites, and understand that they are not admitted to a graduate degree program.

Students seeking admission to a degree program and embedded Graduate Certificate (course work for the program and Graduate Certificate are applicable to both) during the same term are required to complete separate applications but can request the second application fee be waived. Students admitted to a degree program and **also seeking admission at a later date** to a Graduate Certificate or vice versa ~~at a later time~~ are required to submit a separate application and pay the applicable processing fee.

Students must maintain the minimum grade standards set for Conditional admission to the Graduate School. See section on **Grade Requirements for Graduate Students Admitted Conditionally**. Each academic college has the prerogative to set higher standards for its respective graduate students.

A Graduate Certificate Program is a set of pre-determined subject-matter-specific graduate courses pursued to enhance an individual's mastery of a subject area without completing a master's program. As such, certificate programs are not shortened versions of existing master's programs.

Successful completion of a Graduate Certificate Program results in the receipt of a certificate that specifies graduate certification in a specific area and is accompanied by the appropriate posting on the official Louisiana Tech University Certificate transcript.

Current:

Graduating Seniors - Concurrent Baccalaureate and Master's Program Enrollment

Graduating seniors who have a minimum cumulative undergraduate GPA of 3.20 on all undergraduate work attempted may be allowed to register for a combined load of undergraduate courses and courses for graduate credit (500 level) if they meet the following University of Louisiana System criteria.. Students not meeting undergraduate preparatory requirements will not be eligible for this program. Students must obtain written approval of the appropriate college's graduate director/coordinator, academic dean, and the Dean of the Graduate School.

- Student must provide a minimum of 2 letters of reference along with a graduate application and processing fee.
- Student lacks no more than 30 semester hours to complete baccalaureate degree requirements.
- Student may earn no more than 12 graduate credit hours while completing baccalaureate requirements. Seniors may be allowed to take 6 graduate credit hours upon written approval of their Associate Dean/Graduate Director, and Dean of the Graduate School.
- Courses taken for graduate credit cannot be used to satisfy undergraduate requirements.
- The student retains undergraduate status until he/she is awarded the baccalaureate degree.
- While in the concurrent program, the student shall maintain a minimum cumulative graduate GPA of 3.0.

At the time of matriculation from the baccalaureate program and upon application to the graduate program, students seeking admission to a Master's program other than the program in which they were granted concurrent enrollment must meet the same admission requirements as other applicants to the program to which they are seeking admission. GRE and GMAT scores will be waived for students admitted to the Baccalaureate and Master's Concurrent Enrollment Program provided they successfully complete a minimum of 3 graduate semester hours towards the applicable program.

Students failing to maintain a minimum quarterly and cumulative 3.0 graduate GPA will be dropped from the concurrent program and will need to appeal for reinstatement prior to any further graduate admission or enrollment. All Graduate School admission criteria, including appropriate test scores, will be required of any students failing to maintain appropriate graduate GPA while in the Concurrent Program.

Proposed – 2016 Sept 21 - REV (PV 9/26/16)

Graduating Seniors - Concurrent Baccalaureate and Master's Program Enrollment

~~Graduating~~ Undergraduate seniors currently enrolled in a regionally accredited institution (referred to as home institution from this point forward) who have a minimum cumulative undergraduate GPA of 3.20 on all undergraduate work attempted may be allowed to register for a combined load of undergraduate courses and courses for graduate credit (500 level) if they meet the following University of Louisiana System criteria. Students not meeting undergraduate preparatory requirements will not be eligible for this program. Students must obtain written approval of the appropriate Louisiana Tech University college's graduate director/coordinator, academic dean, and the Dean of the Graduate School, and International Student Office, if applicable.

- Student must provide a minimum of 2 letters of reference from faculty members in the department where the student is currently pursuing the undergraduate degree along with a graduate concurrent application, and processing fee.

- Student lacks no more than 30 semester hours to complete baccalaureate degree requirements.
- Student may earn no more than 12 graduate credit hours while completing baccalaureate requirements. Seniors may be allowed to take 6 graduate credit hours upon written approval of their Associate Dean/Graduate Director, and Dean of the Graduate School.
- Courses taken for graduate credit cannot be used to satisfy undergraduate requirements.
- The student retains undergraduate status **at the home institution** until he/she is awarded the baccalaureate degree.
- While in the concurrent program, the student shall maintain a minimum cumulative graduate GPA of 3.0 **and remain in good academic standing at the home institution.**
- **Student completes application for program and submits official transcripts from home institution at time of application and upon completion of baccalaureate degree.**

At the time of matriculation from the baccalaureate program and upon application to the graduate program, students seeking admission to a Master's program other than the program in which they were granted concurrent enrollment must meet the same admission requirements as other applicants to the program to which they are seeking admission. GRE and GMAT scores ~~will be~~ **may be** waived for students admitted to the Baccalaureate and Master's Concurrent Enrollment Program **upon approval from the academic program provided** they successfully complete a minimum of 3 graduate semester hours towards the applicable program. **Each application is considered on a case-by-case basis.**

Students failing to maintain a minimum quarterly and cumulative 3.0 graduate GPA will be dropped from the concurrent program and will need to appeal for reinstatement prior to any further graduate admission or enrollment. All Graduate School admission criteria, including appropriate test scores, will be required of any students failing to maintain appropriate graduate GPA while in the Concurrent Program.

While most master's degree programs offer concurrent enrollment, only a limited number of programs offer courses in an online format. Students whose home institution is physically outside of the travel radius of the Louisiana Tech University campus should review the program selection carefully to determine if coursework is available online to facilitate concurrent enrollment. The following programs provide 9-12 credit hours via online education:

~~Programs noted with an asterisk (*) can be completed 100% via distance education or on-campus while programs noted with two asterisks (**) can be completed only via distance education (50%). All other programs would require travel to campus to complete the degree program.~~

MS Nutrition & Dietetics

MHI Health Informatics**

MA English*

MA History*

MBA Master of Business Administration*

MS Engineering and Technology Management*

MS Engineering - Industrial Engineering Concentration*

MEd Curriculum & Instruction-Visually Impaired Concentration**

MEd Curriculum & Instruction-Research, Theory, and Design Concentration

MAT Special Education: Visually Impaired

MAT Elementary Education - Gr 1-5

MAT Elementary Education & Special Education Mild/Moderate Gr 1-5

MAT Secondary Education - Gr 6-12

MAT Secondary Education and Special Education Mild/Moderate Gr 6-12

MAT Early Childhood Education - Gr PK-3

For master degree completion, programs noted with one asterisk (*) can be completed 100% online and/or on-campus. Programs noted with two asterisks (**) are only completed 100% online. All other programs would require completion of the master degree requirements on-campus.