



A Member of The Texas A&M University System

Office of Graduate Studies & Research

MEMORANDUM

TO: Dr. Dan Jones, Provost and VPAA

FROM: Dr. Jeffrey M. Brown, Director of the Office of Graduate Studies & Research

RE: Graduate Council Recommendations

DATE: September 25, 2007

The Graduate Council met September 20th for the purpose of reviewing Graduate Faculty applications and other graduate school issues. The following members of the Graduate Council were present: Drs. Louise Autio, Mohamed Ben-Ruwin, Jeff Brown, Randy Brown, Faridoun Farrokh, Cecilia Garza, Fred Ivy, Jerry Thompson, Trace Pirtle and Ms. Irma Lara. Dr. Tagi Sagafi-nejad, Ms. Laura Hovel and Mrs. Oscar Reyna and Rogelio Hinojosa were not in attendance.

1. Review of Graduate Faculty applications

a. Associate/Master's Graduate Faculty

The Graduate Council recommends that the following faculty be **approved** for Graduate Faculty status at the Associate/Master's level:

- Frazen, Durant (COAS)
- Munoz, Monica (COAS)

b. Full/Doctoral Graduate Faculty

The Graduate Council recommends that the following faculty be **denied** Graduate Faculty status at the Full/Doctoral level, and **approved** for Graduate Faculty status at the Associate/Master's level:

- Hachar, San Juanita (COE)
- Momen, Mehnaaz (COAS)

2. Comprehensive Exams

The Graduate Council unanimously recommends the following changes to administration of comprehensive exams:

- a. Format of responses:
 1. Questions single spaced/answers double spaced
 2. Each question should be on a new page
 3. Font – 12 Times New Roman
 4. One inch margins all around
 5. Header with name
- b. All candidates should print out responses
- c. Review and make corrections (which must be turned in)
- d. Reprint responses (and initial each page for verification)
- e. No candidate should take a copy of his/her response
- f. Summer comprehensives – optional for departments, if faculty are available.

The Graduate Council did **not** recommend the following changes to the administration of comprehensive exams:

- a. Disable spell/grammar check
- b. Computer administered for all candidates – The option for written form should be available for the students who desire the written format.

3. Leave of Absence

The Graduate Council unanimously recommends the following university-wide policy:

Leave of Absence: Under unusual circumstances, a student may petition for a leave of absence. The student's Advisory Committee Chairperson and the Chair of the Department must approve the petition. If the petition is granted, the registration requirement will be set aside during the period of the leave and will not count towards the requirement that the student complete a master's degree within a period of five years or within the time specified for the particular program. Leaves will be granted only under conditions that require the suspension of all activities associated with the thesis.

4. Deferment of Admission

The Graduate Council unanimously recommends the following university-wide policy:

Deferment of Admission: Students wishing to defer their offer of admission can do so using the Leave of Absence Form available from the Office of Graduate Studies and Research. Deferrals will only be granted for a term of up to one year from the offer of admissions. Students who defer their admission for more than one year will have to reapply

5. Non-degree Applicants



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The Graduate Council unanimously recommends the following university-wide policy:

Non-degree Applicants: Individuals wishing to take courses for personal growth, etc. may register for up to twelve hours as non-degree seeking. These courses may not be applicable to a degree program.

Note: Approved by Dr. Jones 9/25/07. Signed copy on file.

cc: Dr. Nasser Momayezi
Dr. Jacky So
Dr. Humberto Gonzalez
Ms. Natalie Burkhalter
Dr. Juan Lira
Ms. Mary Trevino