

**AGENDA**  
For  
**UNIVERSITY GRADUATE COUNCIL**

Nov. 12, 2013

3:00 p.m.

114 Sherrick Hall

Approval of Minutes – Sept. 17, 2013

Open Campus Forum – Comments from campus visitors

Dual degree policy proposal – Ron Larsen

Program of Study deadline – Amanda Brown

Video Conferencing for exams and defense proposal – Ron Larson

Next meeting: Dates for spring semester will be determined in January 2014.

## **Dual Degrees**

### **Application and Admissions**

A student may apply for two graduate degree programs at the same time. The Graduate School recommends communicating your desire with both departments, seeking agreement and support with the double process (preferably in an email that can later be sent to The Graduate School).

Once a student is given the approval by both departments to proceed with the application, he/she would complete one application; the student does not pay for two applications. However, the student does need to complete all the necessary application requirements for each program (i.e., if one program does not require a GRE, and the other does, the applicant would need to take the GRE). Application materials will be reviewed separately by each department and therefore all application requirements must be met for both degrees. To aid in this process, please send The Graduate School a confirming email that you are applying to two programs ([gradschool@montana.edu](mailto:gradschool@montana.edu)). This can be in the form of the approval email you would receive (mentioned above).

Once the application is submitted, both departments would begin the review process of the application materials. The applicant may be admitted or denied from one or both programs at this point.

### **Counting Credits**

Students may “double count” up to 20 percent of MSU-Bozeman credits across degree programs (i.e. 6 credits for a 30 credit master’s degree). Research Credits may not be double counted.

A degree program may overlap with only one other program for the purpose of double-counting credits. In other words, credits may never be counted for three or more certificates or programs. If a student seeks a third certificate or program, it must be treated as an independent certificate or program.

Individual departments and programs may establish their own limits on double-counting, up to the general Graduate School maximum, or they may prohibit double-counting altogether.

### **Credit transfer**

Up to nine (9) hours of transfer credits from another institution may be applied to one of the two degree programs, or divided between the two degree programs. The nine (9) hours of transfer credit cannot be applied to each degree program separately.

### **Age of Coursework**

The age of courses at the time of graduation may not exceed six (6) years for certificates and masters, and ten (10) years for doctorate.

### **Chair and Committees**

The student must have a separate chair and committee for each degree program.

### **Dual Degree Form Process**

Separate graduate forms must be filed with The Graduate School for each degree program. This includes; Application for Graduate Admissions, Application for Advanced Degree, Committee Revision,

Graduate Program of Study and Committee, Program Change, Report on Comprehensive exam/Thesis Defense form, and forms for submitting an Electronic Thesis/Dissertation.

**Conferral of Degrees**

There will be two separate diplomas awarded upon completion of all degree program requirements.

## **Program of Study Filing Deadline policy proposal**

The Graduate School is working towards implementing current policy concerning the filing deadline for programs of study. This policy is seen by our office as a tool to improve time to degree completion and overall tracking of graduate students.

After initial review of the policy it was determined that placing a student on college probation for not submitting the form seemed too severe, as it would appear on their official transcript. The Graduate School is proposing a change in the policy to replace college probation with a registration hold, as noted below for Certificate, Masters and Doctoral degrees.

### **Current Certificate policy reads:**

#### *Filing deadlines*

The Program of Study must be submitted on an official [Program of Study](#) form to The Graduate School by the *end of the first semester* of graduate study. Students failing to submit a program by this date will be seen as failing to achieve satisfactory progress. Consequently, the student becomes ineligible for financial aid (including graduate assistantships, work-study and student labor) and will be placed on college probation. Exceptions to this policy will be granted only for extraordinary reasons. A fee is associated with the filing of this form.

#### Proposed policy:

The Program of Study must be submitted on an official [Program of Study](#) form to The Graduate School by the *end of the first semester* of graduate study. Students failing to submit a program by this date will have a registration hold placed on their account. ~~be seen as failing to achieve satisfactory progress. Consequently, the student becomes ineligible for financial aid (including graduate assistantships, work-study and student labor) and will be placed on college probation.~~ Exceptions to this policy will be granted only for extraordinary reasons. A fee is associated with the filing of this form.

### **Current Masters policy reads:**

#### *Filing deadlines*

The Program of Study must be submitted on an official ['Program of Study' form](#) to The Graduate School by the *end of the second semester* of graduate study. Students failing to submit a program by this date will be seen as failing to achieve satisfactory progress. Consequently, the student becomes ineligible for financial aid (including graduate assistantships, work-study and student labor) and will be placed on college probation. Exceptions to this policy will be granted only for extraordinary reasons. A fee is associated with the filing of this form.

#### Proposed policy:

#### *Filing deadlines*

The Program of Study must be submitted on an official '[Program of Study](#)' form to The Graduate School by the *end of the second semester* of graduate study. Students failing to submit a program by this date ~~will have a registration hold placed on their account. will be seen as failing to achieve satisfactory progress. Consequently, the student becomes ineligible for financial aid (including graduate assistantships, work-study and student labor) and will be placed on college probation.~~ Exceptions to this policy will be granted only for extraordinary reasons. A fee is associated with the filing of this form.

### **Current Doctoral policy reads:**

#### *Filing deadlines*

A Program of Study must be submitted on official forms to The Graduate School by the end of the third semester of attendance. If a student's Program of Study has not been submitted by the end of the student's third semester of attendance at MSU, they become ineligible for financial aid (including graduate assistantships, student work-study and student labor), and will be placed on college probation for failing to make satisfactory progress toward the degree. Exceptions to this policy will be granted only for extraordinary reasons. A fee is associated with the filing of this form.

#### Proposed policy:

~~The~~A Program of Study must be submitted on an official Program of Study form~~forms~~ to The Graduate School by the end of the third semester of graduate study~~attendance~~. Students failing to submit a program by this date will have a registration hold placed on their account. If a student's Program of Study has not been submitted by the end of the student's third semester of attendance at MSU, they become ineligible for financial aid (including graduate assistantships, student work-study and student labor), and will be placed on college probation for failing to make satisfactory progress toward the degree. Exceptions to this policy will be granted only for extraordinary reasons. A fee is associated with the filing of this form.

### **Procedures**

Internal procedures to process the holds would be as follows:

On the 15<sup>th</sup> class day a report showing students who do not have a committee recorded in Banner would be used to identify students who currently do not have a program on file (Certificate 1 semester, Masters 2<sup>nd</sup> semester, Doctoral 3<sup>rd</sup> semester). Based on this report an email would be sent to the student notifying them their program of study filing deadline is that term.

On the last day of the same semester a subsequent report would identify students who have not fulfilled the requirement. Students on this list would have a registration hold placed on their account, effective immediately.

## **Video conference during defense and exam policy Proposal**

Based on requests by students and departments, and feedback (attached) received from graduate representatives, The Graduate School is proposing the number of members allowed to participate via video conference be increased from one to two, not including the Chair or Graduate Representative.

### **Current Policy with proposed changes**

#### **Masters**

##### *Video Conferencing during Comprehensive Exam*

The Graduate School allows for students to video conference with committee members using the following requirements:

- Must be a two-way video
- Conference process is initiated and completed by the student and/or department
- All costs incurred are the responsibility of the department and/or student
- If communication is broken during the examination and cannot be retrieved, the examination must be terminated and rescheduled to a later time/date
- Two members of the committee, not including the Chair, are allowed to video conference
- In the case of the student not being present with any other committee members, a proctor must be present at student's location throughout the entire examination
- The proctor must confirm their presence in writing by submitting an email or letter to The Graduate School

#### **Doctoral**

##### *Video Conferencing during Defense of Dissertation*

The Graduate School allows for students to video conference with committee members using the following requirements:

- Must be a two-way video
- Conference process is initiated and completed by the student and/or department
- All costs incurred are the responsibility of the department and/or student
- If communication is broken during the examination and cannot be retrieved, the examination must be terminated and rescheduled to a later time/date
- Two members of the committee, not including the Chair or Graduate Representative, are allowed to video conference
- In the case of the student not being present with any other committee members, a proctor must be present at student's location throughout the entire examination
- The proctor must confirm their presence in writing by submitting an email or letter to The Graduate School

**From:** [George, Alan](#)  
**To:** [Brown, Amanda](#)  
**Subject:** RE: Grad Rep reporting for Roger Fischer  
**Date:** Friday, August 30, 2013 10:57:40 AM

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Amanda Brown:

RE: Oral Comprehensive Examination for Roger Fischer (PhD Candidate in Mathematics)

All members of the committee attended the oral comprehensive examination for Roger Fischer on 29 August 2013. The meeting was held in Wilson Hall 1-134 and started at 3:31 p.m.

Elizabeth Burroughs, *Chair*  
Brian Lindaman, *Co-chair*, attended via two-way video and audio link  
Arthur Bangert  
Jennifer Luebeck  
Megan Higgs  
Alan George, *Graduate Representative*

For about 50 minutes, the candidate presented a proposal (work plan) for a research project regarding rational numbers and middle-school level instruction related to that subject. Basically, the candidate intends to interview in-service teachers to determine their knowledge of the subject and video record some of their classroom presentations of the subject. The resulting data would provide the basis for his dissertation and future publications. After some adjustments based on suggestions from the committee members, the work plan was approved.

The presentation was well organized and of professional quality. The candidate provided authoritative responses to questions regarding the proposed work. The questions raised by the committee were substantive and intended to improve the proposed work. Overall, I was favorably impressed with the knowledge, communication skill, and confidence displayed by the candidate.

The one committee member that participated via two-way video and audio link was able to participate to a useful extent. However, it is suggested that such arrangements be limited to one (1) participant of an oral examination or similar activity.

The meeting ended at 5:34 p.m.

The oral comprehensive examination was conducted in a fair and satisfactory manner. I concur with the findings of the other committee members that Roger Fischer passed the

oral comprehensive examination.

Please acknowledge that you received this report.

Alan H. George, Ph.D., P.E.  
Graduate Representative  
Associate Professor  
Mechanical Engineering

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**From:** Brown, Amanda  
**Sent:** Thursday, July 25, 2013 12:41 PM  
**To:** George, Alan  
**Subject:** Grad Rep reporting for Roger Fischer

Dr. George,

It was brought to our attention by Roger Fischer the need for two of his committee members to participate in his oral comprehensive exam via video conferencing.

As the appointed graduate representative, we would greatly appreciate if in addition to ensuring procedures and policy are followed to also report on how well or poorly the oral exam worked with video participation. We do not receive this type of request all that frequently and with video capabilities having come a long way in the past decade we would use your report to evaluate future requests.

Thank you for your cooperation!

Best,  
Amanda

Amanda Brown | Graduate Program Officer | MSU-The Graduate School | 9 Montana Hall,  
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Amanda Brown  
Graduate Program Officer  
(406)994-6673



Date: 7/9/12

To: The Graduate School

From: Scott Davis, PhD.

Re: Glenn Stauffer dissertation meeting on July 2, 2012

At 1:00 pm on July 2, 2012, the doctoral dissertation committee for Glenn Stauffer met for the presentation and defense of his doctoral thesis. Three of the committee members were present in the room while one connected via videophone and another through a speaker phone. The defense began with a 35 minute public presentation. Besides committee members, there were 13 other individuals in attendance at the public presentation. At the end of the public presentation and short question and answer period, guests were invited to leave and the formal review of Mr. Stauffer's dissertation by his doctoral committee began. Each of the committee members were given the opportunity to address any concerns they had with the dissertation. Changes for the dissertation document were provided by individual committee members. At the end of the committee commentary period, Mr. Stauffer was asked to leave the room and the committee chair polled each individual committee as to whether Mr. Stauffer passed his dissertation defense. It was unanimous that he successfully defended his dissertation.

This report is being submitted electronically to the Graduate School as required by the faculty member, Scott Davis, who was assigned as the Graduate School Representative for Mr. Glenn Stauffer.

**From:** [Ranck, Andrew](#)  
**To:** [Brown, Amanda](#)  
**Subject:** FW: PhD defense / Shane Doyle  
**Date:** Wednesday, April 11, 2012 4:49:17 PM

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**From:** Andreas Fischer [mailto:Fischer@montana.edu]  
**Sent:** Wednesday, April 11, 2012 3:14 PM  
**To:** Grad School  
**Subject:** PhD defense / Shane Doyle

Bozeman, 04/11/2012

Dear colleagues,

I have just participated in the PhD defense exam for **Shane Doyle, in the Department of Education**, as representative of the Graduate School. His full committee (Michael Brody, Chair; Bonnie Sachatello-Sawyer; Arthur Bangert; Wayne Stein; John Fisher [by video conference call] and myself) were present. In my opinion, the exam was both thorough and fair to the student. It was the committee's unanimous decision that Shane passed the exam, pending submission of a satisfactory revision of his PhD thesis document. I fully support that decision, and have confirmed this with my signature on the appropriate documents.

If you have any questions regarding this matter, please do not hesitate to contact me. Also, I'd appreciate a quick confirmation that you have seen this message.

Sincerely,

Andreas Fischer

Andreas M. Fischer  
Professor of Plant Biochemistry  
Department of Plant Sciences  
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United States  
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**From:** [Martin, John](#)  
**To:** [Brown, Amanda](#)  
**Cc:** [Martin, John](#)  
**Subject:** Exam for Daniel Blaine Sybrant  
**Date:** Wednesday, April 04, 2012 3:12:37 PM

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Amanda Brown

I attended the final thesis defense and exam for Daniel Blaine Sybrant on Wednesday April, 2012. All members of the committee were present. One member was present via video conference. The exam was conducted fairly. The committee voted unanimously to pass the student. Jack Martin

John M. (Jack) Martin  
408 L Johnson Hall  
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Montana State University  
Bozeman, MT 59717  
**Phone:** 406 994 5057  
**FAX:** 406 994 1848  
**email:** [jmmartin@montana.edu](mailto:jmmartin@montana.edu)

**From:** [Mary Cloninger](#)  
**To:** [Fox, Carl](#)  
**Cc:** [Dale, Catherine](#); [teresa](#)  
**Subject:** Teresa Cohn Thesis Defense  
**Date:** Tuesday, August 17, 2010 1:38:23 PM

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Dear Dr. Fox:

Teresa Cohn's thesis defense was this morning. I served as the graduate representative for the thesis committee. The defense occurred as scheduled and was a fair defense. All of Teresa's committee members voted that she passed. No one dissented. Because Lisa Graumlich participated via videochat rather than being physically in the room for the defense, Dr. Bill Wyckoff signed the paperwork for Lisa. An email from Lisa approving that Dr. Wyckoff signed for her will accompany Teresa's paperwork.

Sincerely,  
Mary Cloninger

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December 12, 2009  
Division of Graduate Education  
Montana State University – Bozeman  
Bozeman, MT 59717

To Whom It May Concern:

I am the graduate representative for Tyler Brosten who is a graduate student in the department of Mechanical and Industrial Engineering at Montana State University – Bozeman. On December 10, 2009 I attended Tyler's dissertation defense where he presented and defended his doctoral project titled: "Flow and Transport Studies of Porous Media Boundary Conditions with Magnetic Resonance Microscopy and Lattice Boltzmann Simulations." The examination process began with a public seminar ~1 hour where Tyler presented his project and answered questions. After his seminar, the public left the room and only the committee remained. Dr. Codd conducted the process in a very professional manner and all committee members were present (one via video/phone conference) and participated in the process; asking pertinent challenging questions to test and demonstrate Tyler's comprehensive knowledge of his project. Tyler's performance was exemplary in both his public seminar and during the defense of his extensive doctoral work.

My overall assessment of the examination process was that it was challenging, fair and demonstrated Ph.D. level competency of the candidate. Please contact me for any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jovanka Voyich Kane'.

Jovanka Voyich Kane, Ph.D.  
Assistant Professor

**From:** [Fox, Carl](#)  
**To:** [Dale, Catherine](#)  
**Subject:** Doctoral Comprehensive Exam  
**Date:** Tuesday, November 24, 2009 8:40:59 AM

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Hi Cassy,

I attended the doctoral comprehensive exam for Neelambari Joshi as the graduate education representative on November 5, 2009 beginning at 8:30 a. m. All committee members were present with committee chair, Dr. John Peters, joining the exam by videoconference. Ms. Joshi began the exam with a presentation of her proposed doctoral research. Her presentation was followed by numerous questions from all committee members. The exam followed all graduate education policies and procedures in accordance with University guidelines.

Thanks, Carl

Carl A. Fox, Ph.D.  
Vice Provost  
Division of Graduate Education  
Montana State University  
P.O. Box 172580  
Bozeman, MT 59717-2580  
406-994-4145

**From:** [Monaco, Paul](#)  
**To:** [Dale, Catherine](#)  
**Cc:** [Swanson, Elisabeth](#)  
**Subject:** Genevieve Walsh Chabot Dissertation Defense  
**Date:** Tuesday, October 06, 2009 4:01:46 PM

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TO The graduate College,

This is to confirm that Genevieve Chabot successfully defended her dissertation, A CASE STUDY OF EDUCATIONAL NEEDS, OBSTACLES AND OPPORTUNITIES FOR GIRLS, WOMEN, AND TEACHERS IN REMORTE PAKISTAN, on September 25, 2009. By unanimous vote, the committee passed the dissertation, with the requirement that two chapters with revisions be resubmitted for review to each of the committee members, and that all other revisions and corrections be solely reviewed by the Ms. Chabot's committee chair, Dr. Elisabeth Swanson.

All procedures were followed correctly at the defense. All committee members participated fully, including the two who were linked to the event by telephone. In addition, the opening public the opening presentation by Ms. Chabot was well-attended.

Sincerely, Paul Monaco

Paul Monaco  
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