

Graduate Council Minutes  
Monday, February 15, 2010 @ 3pm

Present: Drs. Sustich, Holman, Miao, Christenberry, Amienyi, Armah, Jones, Risch and Ms Finch

1. Business

New Course-MKTG 6513 Logistics Operations **APPROVED**  
Bulletin Change-course description for MKTG 6253 **APPROVED**

2. Communication

Bulletin Change  
Add a prerequisite to SCOM 6223 **APPROVED**  
Cognate hours from 6 to 9 **APPROVED**  
Add MCOM 6053 as an option for required tool course **OVED**

3. Graduate School

Change GPA requirement **APPROVED but needs to go through Faculty Senate first**  
Add graduate attendance policy as required by TN **APPROVED**  
Add Accelerated Master Degree **APPROVED**  
IP grade **APPROVED but needs to go through Faculty Senate first**

## New/Special Course Proposal-Bulletin Change Transmittal Form

**Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.

**Graduate Council** - 14 copies plus 1 original

**New Course** or  **Special Course (Check one box)**

Please complete the following and attach a copy of the catalogue page(s) showing what changes are necessary.

Department Curriculum Committee Chair	Date	COPE Chair (if applicable)	Date
Department Chair	Date	General Education Committee Chair (if applicable)	Date
College Curriculum Committee Chair	Date	Undergraduate Curriculum Council Chair	Date
College Dean	Date	Graduate Curriculum Committee Chair	Date
		Vice Chancellor for Academic Affairs	Date

<b>1. Proposed Course Prefix and Number (For variable credit courses, indicate variable range.)</b> MKTG 6513
<b>2. Course Title – if title is more than 30 character (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).</b> Logistics Operations
<b>3. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio problems, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.</b> Lecture only.
<b>4. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental)?</b> Standard letter.
<b>5. Is this course dual listed (undergraduate/graduate)?</b> No.
<b>6. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)</b> No
<b>7. Brief course description (40 words or less) as it should appear in the bulletin.</b> Study of logistics operations and management techniques applied to warehousing / distribution center operations, purchasing and operation of transportation services, and logistics personnel management.
<b>8. Indicate all prerequisites and if this course is restricted to a specific major, which major. (If a student does not have the prerequisites or does not have the appropriate major, they will not be allowed to register).</b> None
<b>9. Course frequency (e.g. Fall, Spring, Summer, or Demand). Not applicable to Graduate courses.</b> Spring.
<b>10. Contact Person (Name, Name of Institution, Address, Email Address, Phone Number)</b> John E. Mello, Ph.D. Arkansas State University, College of Business, PO Box 59, State University, AR 72467, <a href="mailto:jmello@astate.edu">jmello@astate.edu</a> , (870)-972-3515.
<b>11. Proposed Starting Term/Year</b> Fall, 2010.

**12. Is this course in support of a new program? If yes, what program?**

Yes. The logistics concentration in the Master of Business Administration degree.

**13. Does this course replace a course being deleted?**

No.

**b. If yes, what course?****c. Has this course number been used in the past?**

No.

**Attach Course Deletion Proposal-Bulletin Change Transmittal Form.**

**14. Does this course affect another program? If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.**

No.

**15. Justification should include:****A. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain).**

The course is designed to provide students with an understanding of logistics systems operations and tactics associated with entry to mid-level logistics and transportation positions. Specifically, the course will emphasize front-line decision-making in the following areas:

- Warehouse, distribution center, and transportation facility design;
- Warehouse, distribution center, and transportation facility operations;
- Logistics personnel management and leadership;
- Human resource interaction and management.

**B. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.**

This course is designed to provide a basic foundation in logistics at the operational level. Most logistics business positions involve managing logistics operations such as transportation and warehousing/distribution facilities. Due to the variety and complexity of logistics operations management it is necessary to offer a stand-alone course in order to adequately cover the subject.

**C. Student population served.**

This course will primarily serve MBA students with an emphasis in logistics.

**D. Rationale for the level of the course (lower, upper, or graduate).**

This course is offered to MBA level students as part of the MBA- Logistics program.

**16. Outline (The course outline should be topical by weeks and should be sufficient in detail as to allow for judgment of the content of the course.)**

Week 1: Introduction - Facility Concepts and Foundations.

Week 2: Human Resource Management, & Management Roles in Logistics Operations, Selection and Training - Management Planning, Organization & Communication.

Week 3: Customer Order Management & Facility Characteristics.

Week 4: Receiving Activities and Flows.

Week 5: Types of Material Handling & Racking Systems - Flow Through - Pick Activities and Engineered Standards.

Week 6: Shipment Consolidation & Load Planning Concepts.

Week 7: Outbound Consolidation and Flows.

Week 8: Transportation Equipment and Terminal Operations.

Week 9: Infrastructure and System Design and Constraints.

Week 10: Managing Carrier Terminal Operations.

Week 11: Managing Hub & Spoke Operations.

Week 12: Purchasing Transportation Services.

Week 13: Logistics Information Technology.

Week 14: Workforce Design and Development; Leadership and Management Styles Appropriate to Logistics Employees.

See attached syllabus.

**17. Course requirements (e.g. research papers, projects, interviews, tests, etc.)**

Cases, exams, research paper, simulation.

**18. Special features (e.g. labs, exhibits, site visitations, etc.)**

"Airline" logistics simulation.

**19. Required reading**

**Logistics Operations: Consideration of Capacity, Movement, and People Concepts and Applications Necessary for Creating Managerial Effectiveness** by Lloyd M. Rinehart, Allan Howie and Joseph C. Andraski, NARM Systems, L.L.C. and MHIA.

**Airline Simulation Student Manual.**

**20. Department staffing and classroom/lab resources** (Will this require additional faculty, supplies, etc.?)  
No.

**21. What is the primary goal of this course?**

The primary goal is for students to understand the complex process of establishing and maintaining a well designed and managed logistics operation in order to prepare the student for employment in the logistics field.

**22. If this proposal is for a general education course, please check the primary goal this course addresses:**

- |   |   |
|---|---|
| <input type="checkbox"/> Communicating effectively                                      | <input type="checkbox"/> Thinking Critically  |
| <input type="checkbox"/> Using mathematics  | <input type="checkbox"/> Using Technology   |
| <input type="checkbox"/> Understanding global issues                                    | <input type="checkbox"/> Understanding interdependence                                  |
| <input type="checkbox"/> Developing a life-long appreciation of the arts and humanities | <input type="checkbox"/> Developing a strong foundation in the social sciences          |
| <input type="checkbox"/> Using science to accomplish common goals                       | <input type="checkbox"/> Providing foundations necessary to achieve health and wellness |

**23. Considering the indicated primary goal, provide up to three outcomes that you expect of students after completion of this course. For example, what will students who meet this goal know or be able to do as a result of this course?**

**Primary Goal Outcome #1:**

**Learning Activity:** (For example, what instructional processes do you plan to use to help students reach this outcome?)

This course is designed primarily as a lecture class that will blend theory with practical examples from the business environment.

**Assessment Tool:** (For example, what will students demonstrate, represent, or produce to provide evidence of their learning?)

Students are expected to know the basics of managing a logistics operation. To assess learning, students will participate in a team competition using a computer-based logistics simulation called "Airline." This is an action-based learning tool that allows students to apply what they have learned in class to a simulated business environment. Decisions in Airline include: 1) Overall Strategy: Corporate positioning, routes to pursue, fleet acquisitions, potential entry into cargo business. 2) Marketing: Pricing of tickets, advertising, promotion, number of salespersons, promotional fares in each market served, type of cabin (food) service, and market research studies. 3) Operations Management: Scheduling of aircraft and number of trips in each market, maintenance level, fuel forecasting/pricing, quality programs budget. 4) Human Resource Development: Wages paid, bonus or other incentive plans, training and development. 5) Financial: Lease or buy new aircraft, capital acquisition through equity or borrowed funds (short- or long-term), cash management through the purchase of CDs, dividends. 6) Asset Management: Equipment acquisition and disposal. Students may choose between seven different configurations and sizes of aircraft (actual manufacturer's specifications are given). After the simulation is complete, students will be assigned a term paper in which they will discuss how they applied the concepts learned in class to the simulation. Learning will be assessed based on performance in the simulation and how well they applied knowledge gained in the classroom to the simulation.

**From the most current electronic version of the bulletin, copy all bulletin pages that this proposal affects and paste it to the end of this proposal.**

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10. For deletions, strike through the text, change the font color, and enlarge the font size. Make it noticeable.

Only three hours credit may be applied to degree requirements. Prerequisites: Must have completed 15 hours of graduate courses toward degree.

### **MIS 6711-6 Thesis**

#### **Marketing**

**MKTG 6093 Directed Individual Study** Detailed individual research directed by graduate faculty, resulting in a paper and presentation. Consent of instructor and approval of prospectus by graduate business programs director required.

**MKTG 6213 Healthcare Marketing** Management of the interface between healthcare providers and the external environment to promote and position healthcare organizations.

**MKTG 6223 Strategic Marketing** Examines the concepts and processes for gaining competitive advantage in the marketplace. Students will investigate and develop strategies relating to the escalating importance of providing customer satisfaction, responses to diversity in the marketplace, development of new products, and recognition of the challenges from global competition. Prerequisite: MKTG 3013 or MBA 5033.

**MKTG 6233 Promotional Strategy Planning** Planning and analysis of the promotion mix in the areas of advertising, public relations, personal selling, and sales promotion with particular emphasis upon the marketing implications and future direction of such issues. The focus is on current readings, case analyses, guest speakers, and development of promotional strategy plans.

**MKTG 6243 Services Marketing Strategy Development** Approaches for establishing distinctive marketing strategies in for-profit/not-for-profit firms relative to service demanded by customers are developed. Included will be analysis of various service providers competing successfully for customers in the global market.

**MKTG 6253 Seminar in Logistics Management** A comprehensive study of the logistics functions of the business identifying the relationships of transportation, physical distribution, and carrier management to firms operating in a dynamic business environment. Prerequisite: MKTG 3013.

**MKTG 6263 Seminar in Contemporary Marketing Issues** A comprehensive study of selected concepts and theories in the field of marketing. Prerequisite: permission of professor.

**MKTG 6283 Global Supply Chain Management** Systematic review of concepts involved in supply chain management, with emphasis on service suppliers, the organized movement of goods between firms in more than one nation, and the unique aspects of international logistics processes.

## **MKTG 6513- Logistics Operations** Survey of logistics operations and management techniques applied to warehousing / distribution center operations, purchasing and operation of transportation services, and logistics personnel management.

**MKTG 6703-6 Marketing Internship** Provides practical marketing experience by assigning students to work in a meaningful capacity in an outside organization. Detailed paper required. Must have approval of Internship Proposal by graduate business programs director and department chair. Only three hours credit may be applied to degree requirements. Prerequisite: Must have completed 15 hours of graduate courses toward degree as eligibility for internship.

#### **Quantitative Management**

**QM 5613 Production Management** Advanced procedures, techniques, and their application to problems related to Production Management. Emphasis is placed on the design of operations planning and control, quality control, inventory, maintenance, and product planning systems within the firm. Prerequisite: QM 3523 or permission of professor.

# Course: MKTG 6513- Logistics Operations

**Instructor:** John E. Mello, Ph.D., CPIM, CTL

## Course Description

Analysis of logistics and transportation operations and management techniques applied to warehousing / distribution center operations, purchasing and operation of transportation services, and logistics personnel management.

## Course Objectives

The course is designed to provide students with an advanced understanding of logistics systems operations and tactics associated with entry level (and beyond) logistics and transportation positions. Specifically, the course will emphasize front-line decision-making in the following areas:

- Warehouse, distribution center, and transportation facility design;
- Warehouse, distribution center, and transportation facility operations;
- Logistics personnel management and leadership;
- Human resource interaction and management.

## Required Text and Course Materials

**Logistics Operations: Consideration of Capacity, Movement, and People Concepts and Applications Necessary for Creating Managerial Effectiveness** by Lloyd M. Rinehart, Allan Howie and Joseph C. Andraski, NARM Systems, L.L.C. and MHIA. (Available at Graphic Creations, 1809 Lake Avenue, Knoxville).

Other course materials will be made available via Blackboard or electronic transmission.

## COURSE OVERVIEW

### Requirements:

#### Tests:

There will be test: a final exam consisting of three (3) essay questions designed to assess learning in the critical areas of logistics operations. The exam will comprise 30% of the final grade.

#### Assignments:

There will be three case-based assignments covering three aspects of logistics operations: warehouse operations, carrier operations, and human resource management. The cases will each comprise 10% of the final grade.

#### Airline Simulation:

Students will be assigned to teams and compete in a computer-based simulation in which you will operate a small regional airline over a six week period. Grading will be based on where your team places in the competition (50%) and peer reviews of individual contributions (50%). **The simulation grade will comprise 20% of the final grade.** See course schedule for when the simulation begins and ends.

**Term Paper:**

After the simulation is complete students will write a term paper based on what they learned from competing in the Airline Simulation. **The paper will count for 20% of the final grade.**

**Grading:**

Final grades for the course will be determined as follows:

Final Exam	30%
Assignments (3)	30%
Simulation	20%
Term Paper	<u>20%</u>
	100%

The scale used to compute grades for this course is as follows:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	Below 60

**LEARNING OPPORTUNITIES**

**Leadership:** Students will have the opportunity to lead his/her team in its performance of the Airline simulation.

**Communication:** Students will have the opportunity to communicate in written form in a term paper assignment. They will have the opportunity to work on group communication skills in the Airline simulation.

**Problem Solving:** Students will have multiple problem solving opportunities through the Airline simulation.

**Decision Making:** Students will be making decisions regarding transportation operations in the Airline simulation.

Code #

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**Bulletin Change**

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Department Curriculum Committee Chair	Date	COPE Chair (if applicable)	Date
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College Curriculum Committee Chair	Date	Undergraduate Curriculum Council Chair	Date
College Dean	Date	Graduate Curriculum Committee Chair	Date
		Vice Chancellor for Academic Affairs	Date

<b>1. Contact Person</b> (Name, Name of Institution, Address, Email Address, Phone Number) Dr. John E. Mello, Arkansas State University, Management and Marketing Department, P.O. Box 59, State University, AR 72467. <a href="mailto:jmello@astate.edu">jmello@astate.edu</a> , (870) 972-3515.
<b>2. Proposed Change</b> Change course description of MKTG 6253 to more accurately reflect the direction of the new logistics concentration in the MBA program.
<b>3. Effective Date</b> March 1, 2010.
<b>4. Justification</b> Previous to the approval of the new MBA concentration in logistics there was only one course, MKTG 6263, that dealt with the subject of logistics. The new concentration offers students four courses in logistics, each focused on a different level of logistics and supply chain management. The intent of this change is to reflect the actual content of MKTG 6253 as it will be taught in the new concentration.

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**MIS 6711-6 Thesis**

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**MKTG 6233 Promotional Strategy Planning** Planning and analysis of the promotion mix in the areas of advertising, public relations, personal selling, and sales promotion with particular emphasis upon the marketing implications and future direction of such issues. The focus is on current readings, case analyses, guest speakers, and development of promotional strategy plans.

**MKTG 6243 Services Marketing Strategy Development** Approaches for establishing distinctive marketing strategies in for-profit/not-for-profit firms relative to service demanded by customers are developed. Included will be analysis of various service providers competing successfully for customers in the global market.

**MKTG 6253 Seminar in Logistics Management** A comprehensive study of business logistics network design and functional activities as they relate to the competitive and supply chain strategies of companies.

Prerequisite: MKTG 3013.

**MKTG 6263 Seminar in Contemporary Marketing Issues** A comprehensive study of selected concepts and theories in the field of marketing. Prerequisite: permission of professor.

**MKTG 6283 Global Supply Chain Management** Systematic review of concepts involved in supply chain management, with emphasis on service suppliers, the organized movement of goods between firms in more than one nation, and the unique aspects of international logistics processes.

**MKTG 6703-6 Marketing Internship** Provides practical marketing experience by assigning students to work in a meaningful capacity in an outside organization. Detailed paper required. Must have approval of Internship Proposal by graduate business programs director and department chair. Only three hours credit may be applied to degree requirements. Prerequisite: Must have completed 15 hours of graduate courses toward degree as eligibility for internship.

**Quantitative Management**

**QM 5613 Production Management** Advanced procedures, techniques, and their application to problems related to Production Management. Emphasis is placed on the design of operations planning and control, quality control, inventory, maintenance, and product planning systems within the firm. Prerequisite: QM 3523 or permission of professor.

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<b>1. Contact Person</b> (Name, Name of Institution, Address, Email Address, Phone Number) Thomas Baglan, ASU, Dept. of Communication Studies, <a href="mailto:tbaglan@astate.edu">tbaglan@astate.edu</a> , 972-3091
<b>2. Proposed Change</b> Add a prerequisite for SCOM 6223, Applied Research in Communication Studies
<b>3. Effective Date</b> <b>Spring, 2010</b>
<b>4. Justification</b> Since SCOM 6223 involves conducting a research project, adding the required tool course as a prerequisite will ensure that students are better prepared to do the work that this course involves and provides a more logical sequence of courses.

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**Current entry:**

**SCOM 6223 Applied Research in Communication Studies** A study of the practical problems in research in communication studies.

**Change to:**

**SCOM 6223 Applied Research in Communication Studies** A study of the practical problems in research in communication studies. **Prerequisite: Either ELFN 6773, Introduction to Statistics and Research Or MCOM 6053, Research Methods in Mass Communication**

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<b>1. Contact Person</b> (Name, Name of Institution, Address, Email Address, Phone Number) Thomas Baglan, ASU, Dept. of Communication Studies, <a href="mailto:tbaglan@astate.edu">tbaglan@astate.edu</a> , 972-3091
<b>2. Proposed Change</b> Change the number of cognate hours allowed from six to nine for MA students.
<b>3. Effective Date</b> Spring, 2010
<b>4. Justification</b> This change will provide more flexibility for students, especially those students who are pursuing both the MA in Communication Studies and the graduate certificate in Health Communication.

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**Current entry:**

A student may concentrate in either communication studies or theatre arts, and may complete at least six hours in the other area. With approval of the adviser, a student may complete up to six hours in cognate courses.

**Change to:**

A student may concentrate in either communication studies or theatre arts, and may complete at least six hours in the other area. With approval of the adviser, a student may complete up to ~~six~~ **nine** hours in cognate courses.

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<b>1. Contact Person</b> (Name, Name of Institution, Address, Email Address, Phone Number) Thomas Baglan, ASU, Dept. of Communication Studies, <a href="mailto:tbaglan@astate.edu">tbaglan@astate.edu</a> , 972-3091
<b>2. Proposed Change</b> Add MCOM 6053 as an option for required tool course.
<b>3. Effective Date</b> <b>Spring, 2010</b>
<b>4. Justification</b> This change gives students an option of choosing MCOM 6053 as a way to fulfill the required tool course. This course may be better suited for some students.

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**Current entry:**

**Courses required of all candidates with communication studies concentration:**

SCOM 6203, Introduction to Graduate Study AND

SCOM 6223, Applied Research in Communication Studies

ELFN 6773, Introduction to Statistics and Research

Change to:

**Courses required of all candidates with communication studies concentration:**

SCOM 6203, Introduction to Graduate Study

SCOM 6223, Applied Research in Communication Studies

ELFN 6773, Introduction to Statistics and Research **OR MCOM 6053, Research Methods in Mass Communication**

**Bulletin Change Transmittal Form**

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College Dean  
Date

Graduate Curriculum Committee Chair

Vice Chancellor for Academic Affairs

**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)

Andrew Sustich, Graduate School,

**2. Proposed Change**

Change GPA requirement of 3.00 from cumulative over all graduate coursework to 3.00 cumulative over courses used to satisfy degree requirements and 3.00 cumulative over courses taken from the home department of the degree sought.

**3. Effective Date**

August 2010

**4. Justification**

This proposal provides additional opportunity for successful degree completion for graduate students who change graduate programs.

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Page 30, replace text in red with text below.

~~**ELIGIBILITY FOR DEGREE**~~

~~A cumulative graduate GPA of 3.00 or higher is required before a graduate degree can be awarded.~~

**ELIGIBILITY FOR DEGREE**

A cumulative graduate GPA of 3.00 or higher on all coursework used toward the graduate degree is required and a cumulative graduate GPA of 3.00 or higher on all coursework taken from the academic college of the graduate degree sought is required before a graduate degree can be awarded.

**Bulletin Change Transmittal Form**

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**Bulletin Change**

Please attach a copy of all catalogue pages requiring editorial changes.

Department Curriculum Committee Chair  
Date

COPE Chair (if applicable)

Department Chair  
Date

General Education Committee Chair (if applicable)

College Curriculum Committee Chair  
Date

Undergraduate Curriculum Council Chair

College Dean  
Date

Graduate Curriculum Committee Chair

Vice Chancellor for Academic Affairs

**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)

Andrew Sustich, Graduate School,

**2. Proposed Change**

Add graduate attendance policy as required by state of Tennessee.

**3. Effective Date**

August 2010

**4. Justification**

As an institution authorized to deliver higher education offerings in Tennessee, we are required to have an attendance policy in the bulletin that addresses minimum attendance requirements, administrative withdrawal procedures and conditions for readmission.

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Add text in red to pages 29.

## **AUDITING COURSES**

Except for graduate assistants, students enrolled in a minimum of 12 semester hours during a semester will be permitted to audit a maximum of three semester hours without charge.

All other students auditing a course will pay the regular course audit fee as shown under the heading Fees and Expenses. Only those persons who have been admitted to the Graduate School are eligible to audit a graduate course.

Auditors are expected to meet all requirements for a course other than taking examinations and completing formal written papers. The names of those persons registered to audit a course will appear on the class roster, and at the end of the enrollment period the professor will determine whether the audit designation should be entered on the student's permanent record. Permission of professor is required for audit.

## **ATTENDANCE POLICY**

There is no formal attendance policy for graduate level courses as class attendance is a critical component of learning and students are expected to attend and participate fully in all scheduled class meetings and activities. Any attendance policy is established by the faculty of record for a given class. Students who do not attend traditional classes or participate in online courses during the first eleven class days of a fall or spring semester, or the first five class days of a five week term, will be assigned a grade of WN – withdrawal for non-attendance, and are withdrawn from the class. The WN grade does not impact GPA calculation. Students who initiate attendance but discontinue attendance or completion of assignments without officially dropping a class are assigned a grade of FN – failure for non-attendance. The FN grade is equivalent to a grade of F for calculating GPA and academic standing.

Academic standing, not attendance, determines whether or not the student is eligible for continued enrollment (see probation, suspension and readmission of suspended students).

## **TRANSFER CREDIT**

Subject to the approval of the student's adviser and the graduate dean, a student who has a "B" grade average or above in graduate work from another approved institution may be permitted to transfer a maximum of nine semester hours of credit. Only work with "B" or better grades earned at an accredited graduate school and acceptable toward a graduate degree at that institution will be considered for transfer. No correspondence courses may be transferred.

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**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)

Andrew Sustich, Graduate School,

**2. Proposed Change**

Add Accelerated Masters Degree as admission option and allow dual UG/G credit option for these students.

**3. Effective Date**

August 2010

**4. Justification**

This option will allow well qualified undergraduates to begin work on a graduate degree while simultaneously completing the undergraduate degree. This will allow a faster time to completion for the combined UG and G degrees and provide incentive for outstanding undergraduate students to stay at ASU for a graduate degree before continuing for employment or further education.

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Add text in red to page 23 of the Graduate Bulletin allowing for admission into the Accelerated Masters Program. The programs in blue are for demonstration purposes only. Each program will be required to pass a curriculum change to allow its inclusion into the program.

### **ADMISSION AS A GRADUATE NON-DEGREE STUDENT**

This option is for those seeking personal development, those fulfilling professional renewal requirements, those returning for educational workshops, and transient students. Students who have been admitted to another accredited graduate school and wish to take courses for transfer may establish Non-degree status by submitting an application for admission and a graduate transcript indicating good standing from the other institution.

Nondegree students may take an undergraduate and/or graduate course for which they qualify, with concurrence of the department offering the course. Departments, however, may restrict Nondegree students from enrolling in designated courses. Departments also may require that Nondegree students must consult with an adviser from the department before enrolling in any classes. Former or currently-enrolled Nondegree students who want to apply for admission to a degree program must meet all requirements of that program.

Admission as a Nondegree student does not imply that the student meets either Unconditional Status or graduate degree program admission requirements. Graduate credit earned as a Nondegree student may be applied to a degree program only with approval of the appropriate department chair and the graduate dean. No more than 12 hours earned in

Nondegree status and no courses with a grade lower than "B" may be applied to a graduate degree. Nondegree admission does not entitle the student to enroll in the 7000 or 8000 level courses. Exceptions may be made for those holding an appropriate master's degree in a relevant field as accepted by the Department of Educational Administration and Secondary Education. Enrollment in 7000-level courses with COUN and PSY prefixes requires admission to the Ed.S. in Psychology and Counseling, unconditional admission to another university's accredited post-master degree program with a major in psychology or counseling, or (with permission) admission to the Ed.S. in Educational Administration, the Specialist in Community College Teaching Program, or the Ed.D. in Educational Leadership. Enrollment in 8000-level courses is restricted to those who have been admitted to pursue the doctoral degrees.

### **ADMISSION AS AN UNDERGRADUATE INTO THE ACCELERATED MASTERS PROGRAM**

The Accelerated Master's degree option provides a transition that enables outstanding Arkansas State University undergraduate students to begin taking graduate course work in their junior or senior year and thus combine components of the undergraduate and graduate curriculum. Students admitted into an approved Accelerated Masters Degree Program may have a limited number of graduate level courses counted toward both the undergraduate and graduate degree. Students must apply and be admitted to the accelerated master's program by the department and the Graduate School before enrolling for any courses to apply to the graduate degree. Graduate programs at Arkansas State University offering an accelerated option are listed:

- Chemistry (MS)
- Public Administration (MPA)

Depending on the program, up to 12 hours of graduate credits will apply toward completion of the undergraduate degree requirements. Under the Accelerated Master's degree option, a student will be fully admitted to the Graduate School upon completion of the baccalaureate degree. This dual counting of a course for both undergraduate and graduate credit will only occur after the student completes the baccalaureate degree. Only courses with grades B or better will be eligible to count toward graduate credit. Undergraduate students interested in the Accelerated Master's opportunity should contact their department or the Graduate School for admission information.

### **ADMISSION AS A SENIOR TO ENROLL IN GRADUATE COURSES**

Seniors at Arkansas State University may register for graduate credit if they meet all of the following criteria:

- Must be within 12 semester hours of completion of the bachelor's degree at ASU in the semester in which the dual enrollment is to occur.

- Met the GPA requirements for unconditional admission to the Graduate School.
- Obtain approval of the faculty advisor, the course professor and the graduate dean.

Seniors may then enroll in a maximum of 12 hours of graduate work, provided the total undergraduate and graduate hours do not exceed 15 semester hours. A course used toward an undergraduate degree cannot be counted or used later for graduate credit, **except in the case of enrollment in an approved Accelerated Masters Program**. Students will receive graduate credit only if the requirements for the bachelor's degree have been met by the end of the term and all requirements for admission to the Graduate School are met. Enrollment under these conditions is limited to one term. Graduate tuition will be charged for all graduate courses.

Other exceptional undergraduate students who have attained senior status but are not in their last 12 hours and who wish to enroll in graduate school will be considered on a case-by-case basis.

Exceptions are made for senior nursing students. See details in the College of Nursing and Health professions section in this Bulletin or online at <http://www.astate.edu/conhp>.

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**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)

Andrew Sustich, Graduate School,

**2. Proposed Change**

Introduce new grade IP (In Progress) as intermediary grade for thesis and dissertation.

**3. Effective Date**

August 2010

**4. Justification**

For better Financial Aid tracking, we need to add a grade for thesis and dissertation that indicates student is making adequate progress toward graduation, but has not completed the thesis/dissertation. We have previously used an "I" Incomplete for this purpose, but we will now reserve I for courses where a student has not progressed to completing the course by end of term and is still working to complete the course.

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Add text in red to pages 30,31, remove ~~strikethrough~~ text in blue.

## GRADING SYSTEM

The letters, A, B, C, P, D, F, FN, I, **IP**, and CR are used in grading, indicating the following qualities:

A	Excellent
B	Good
C	Fair
P	Pass
D & F	Failure
FN	Failure for Non Attendance
I	Incomplete
<b>IP</b>	<b>In Progress (Thesis and Dissertation only)</b>
CR	Credit Awarded for completed thesis/dissertation
NC	No Credit awarded for thesis/dissertation work

For the purpose of computing cumulative and collective grade averages, grade points are assigned as follows:

A	4
B	3
C	2
P	0
D	1
F	0

Students' grade point averages are computed by multiplying the number of hours credit of each grade by the grade points assigned to that grade and dividing the sum of these several products by the total number of hours in which the students were enrolled.

~~Except in the case of dissertation, thesis, creative thesis, exhibition thesis, or field study,~~  
an incomplete grade not removed within one semester unless extenuating circumstances are provided in writing to the Graduate School, will be recorded as "F."

**No grade below "C" will be accepted for graduate credit.**