

Minutes
Faculty Senate Meeting
November 13, 2012

- I. Chair Flannagan called the meeting to order at 3:46 PM**
Senators Present: Bausmith, Brogdon, Carpenter, Dittman, Eargle, Engelhardt, Fry, Gourley, Hill-Chapman, Kelley, Kiely, Lowry, Meetze, Moldenhauer, Muller, Nagata, Newman, Ramey, Sacash, Shannon, Singleton, Smolen-Morton, Warters, Whitmire, Zaice
Also Present: Flannagan (chair), Kennedy (parliamentarian)
Senators Absent: Bauer (sabbatical)
- II. The minutes from the October 23, 2012 meeting were approved as posted.**
- III. Report from Executive Committee**
Chair Flannagan announced and held discussion concerning the following items/issues: Commencement speaker (Margaret Seymour) and honorary degree recipients (Seymour, Toy Nettles, and Floyd Keels), Revised Strategic Plan approved by Board of Trustees
- IV. Report from Academic Affairs Committee**
1. Department of Mass Communication
 - Item A. Deletion of the following from page 120 of the current catalog:
A collateral in speech communication consists of Speech 101, 203, 300 and 301.
passed.
 - Item B. Addition of the following on page 120 of the current catalog:
No collateral in speech communication is offered
passed.
 2. Department of Physics and Astronomy
 - Item A. A proposed addition of a new program, Industrial Engineering,
passed.
 - Item B. A proposed addition of 16 new Industrial Engineering courses
passed.
 - Item C. A proposed addition of Industrial Engineering to the list of majors *passed.*
- V. Report from the Graduate Council**
1. Graduate Council
 - Item A. Proposed changes the description of the Graduate Council in the Faculty Handbook *passed* with a 2/3 majority, receiving 20 votes in favor out of 26 senators.

2. Office of the Provost and the Graduate Council
 - Item A. Proposed changes to the description of the History of FMU in the course catalog *passed*.
 - Item B. Proposed changes to the description of the Graduate Council in the course catalog *passed*.
 - Item C. Proposed changes to the description of Admission to Graduate Study *passed*.
 - Item D. Proposed changes to the description of the process of dismissal/readmission from/to graduate study due to poor Academic Standing *passed*.
 - Item E. Proposed changes to the description of the process to petition for reinstatement of graduate coursework more than 6 years old *passed*.
 - Item F. The addition of text to the description of Ethical Standards for graduate students, including references to the FMU Honor Code and the Code of Student Conduct *passed*.
 - Items G – M. Proposed changes to the descriptions pertaining to graduate applications and admissions (such that specific graduate degree programs are identified rather than stating that the Graduate Council would make these decisions) *passed*.

VI. Old Business – None

VII. New Business – None

VIII. Announcements:

1. Last faculty meeting of the semester, November 27 at 3:45 in Lowrimore.
2. December 4 is Reading Day.
3. Christmas party will be on Friday, December 7th.
4. Senior grades due December 10; other grades due December 12
5. Commencement at 10:00 on Saturday, December 15
6. Classes start on January 8th.
7. First AAC meeting, January 24th; First GC meeting, January 22nd.
8. First Senate meeting, February 5th.
9. First General Faculty meeting, February 19th.

IX. Adjournment – The meeting adjourned at 4:15 PM.

Attachment to the Senate Minutes – November 13, 2012

IV. Academic Affairs

1. Proposal from the Department of Mass Communication:

Item A. Delete, on page 120 of the current catalog, the following:

A collateral in speech communication consists of Speech 101, 203, 300 and 301.

Item B. Add, on page 120 of the current catalog, the following:

No collateral in speech communication is offered.

2. Proposal from the Department of Physics and Astronomy:

Item A. ADD, on page 139 of the current catalog, before **PRE-ENGINEERING CURRICULUM**

INDUSTRIAL ENGINEERING

Coordinator: Dr. David M. Peterson

Item B. ADD on page 139 the proposed Degree Program for Industrial Engineering major.

MAJOR

Industrial engineers analyze and evaluate methods of production and help organizations improve systems and processes that improve quality and productivity. They work to eliminate any waste of time, money, materials, energy, and other commodities. An industrial engineering graduate will be prepared for a career in business, health care, consulting, government, or manufacturing. The industrial engineering program provides students with a rigorous study of the theory of the Industrial Engineering discipline, including areas of physics, mathematics, and business.

The Industrial Engineering program requires the completion of the following:

1. ENGR 101, 201, 220, 301, 310, 320, 330, 350, 355, 356, 373, 420, 467, 468, 470, and 480
2. Physics 200, 201, 202, and 220
3. Mathematics 201, 202, 203, 304, and 306
4. Chemistry 101
5. English 305
6. Economics 203 and 204

In addition to the course requirements above, the student is encouraged to pursue a summer of supervised training at a professionally related site off campus. No additional minor or collateral is required.

The minimum number of semester hours required in engineering courses is 51. The minimum number of semester hours in all courses (major and non-major) required for the industrial engineering degree is 122.

MINOR

No minor in industrial engineering is offered.

COLLATERAL

No collateral in industrial engineering is offered.

INDUSTRIAL ENGINEERING COURSES (ENGR)

101 Introduction to Industrial Engineering (3) (Prerequisite/Corequisite: MATH 201) S. Introduction to the Industrial Engineering (IE) profession, applications of IE principles and approaches, integrated systems approach to problem solving, overall goals and components of the IE degree program, career opportunities, development of engineering work skills, oral and written communication skills, and the importance of professionalism, ethics, contemporary challenges, and lifelong learning.

201 Engineering Graphics (3) S. This course introduces students to the operation of a Computer Aided Drafting (CAD) system, with an emphasis on the design component, using AutoCAD as the computing tool. The course includes interaction with a CAD station to produce technical drawings. Students will independently learn to produce drawings using AutoCAD and will learn the value of CAD and design in both industrial and service environments.

220 Materials Engineering (3) (Prerequisites: PHYS 201 and CHEM 101) S. This course is designed to introduce students to the structures and properties of metals, ceramics, polymers, and composites. In addition, students will gain an understanding of the processing and design limitations of these materials, as well as being introduced to new classes of materials being developed to meet the ever-expanding range of material requirements. Use in manufacturing is emphasized.

301 Engineering Mechanics (3) (Prerequisites: PHYS 201 and MATH 202) F. An introduction to statics and dynamics. Topics include static equilibrium of particles, rigid bodies, and trusses; rotational motion; torque; moment of inertia; Newton's Laws of Motion; linear and angular momentum methods; work and energy methods; kinematics of particles and rigid bodies; applications of vector analysis; and structural analysis of joints and trusses.

310 Electronics and Instrumentation (4:3-3) (Prerequisites: PHYS 202 and PHYS 220) F. This class provides an introduction to analog and digital electronics with specific application to instrumentation used in scientific and engineering applications. Topics include analog signal processing, power supplies, sensors (theory and interpretation of sensor data), and microcontrollers with heavy emphasis on design projects to achieve practical results and to give insights on troubleshooting electronic equipment used in the workplace. Credit cannot be received for both ENGR 310 and PHYS 310.

320 Workplace Data Acquisition and Analysis (3) (Prerequisites: 101 and 355; prerequisites/corequisites: MATH 202 and PHYS 220) F. Methods for assessing the performance of both individuals and groups within a system. Data acquisition techniques include basic industrial engineering tools such as work analysis, work sampling, and work measurement, as well as automated procedures. Data storage and retrieval techniques are introduced. Variation in data, including an introduction to probability and statistics for proper analysis of data.

330 Engineering Economy (3) (Prerequisites: 101, 355, and MATH 201) F. Concepts and techniques of analysis for evaluating the value of products/services, projects, and systems in relation to their cost. Economic and cost concepts, calculating economic equivalence, comparison of alternatives, purchase versus lease decisions, financial risk evaluation, cash flow sensitivity analysis, and after-tax analysis.

350 Manufacturing Processes (4:3-3) (Prerequisites: 220, 301, and MATH 202) F. An overview of manufacturing processes primarily for metals and alloys, focusing on fabrication and joining processes. Emphasis will be placed on process capabilities and limitations, with calculation of process parameters for select processes. Also includes topics in additive manufacturing, heat treatment, product design and process planning, design-for-manufacture/assembly, numerical control, and inspection. The laboratory experience will provide manual and computer-aided process techniques, including assembly, machining, casting, welding, sheet metal forming, powder metallurgy, and inspection.

355 Production and Operations Management (3) (Prerequisites: 101 and 201) S. Study of the production and operations component of companies. Topics include capacity and location planning, inventory management, scheduling of jobs and projects, and quality assurance and control. Use of quantitative methods. Credit cannot be received for both ENGR 355 and MGT 355.

356 Quality Control (3) (Prerequisite: 355) S. A study of engineering philosophy, practices and analytical processes implemented in quality planning and administration of products and services. Topics include corporate culture, quality design, human factors and motivation, quality auditing, service quality, quality assurance, quality circles, and conformance to design. Credit cannot be received for both ENGR 356 and MGT 356.

373 Operations Research (3) (Prerequisite: 355) S. Applications of hypothesis testing, simple linear regression, and multiple linear regression. Coverage of mathematical structures, solution procedures, and applications of basic management science models, including linear programming, network modeling, and simulation. Study of project management methods and techniques. Computer software is used to solve problems. Credit cannot be received for both ENGR 373 and MGT 373.

420 Human Factors Engineering (3) (Prerequisites: 320, 373, and MATH 201) F. A survey of human factors engineering emphasizing the systems approach to workplace and machine design. Discussion of basic human factors research and design methods, visual processes and design methods, selection of statistical techniques for application to human factors data, visual and auditory processes, display and control design, and effects of environmental stressors on humans.

467 Supply Chain Design (3) (Prerequisite: 355) F. Supply chain design is concerned with the activities performed from initial raw materials to the finished product. The course examines the analytical modeling of various aspects of a supply chain including product flows, information flows, and relationships among supply chain participants. Credit cannot be received for both ENGR 467 and MGT 467.

468 Production Planning (3) (Prerequisite: 355) F. This course provides an in-depth study of the full spectrum of activities of production managers. Topics covered include forecasting, independent demand inventory management, just-in-time inventory management, materials requirement planning, capacity planning, production activity control, and master production scheduling. Emphasis will be given to the use of personal computers to support decision making. Credit cannot be received for both ENGR 468 and MGT 468.

470 Facility Design (3) (Prerequisites: 320 and 373) S. Theory and concepts involved in model formulation for design and analysis of facility plans. Includes facility layout, facility location and material handling system design. Application of quantitative tools and techniques for flow analysis, layout planning, and automated material handling system design.

480 Senior Design (4) (Prerequisites: 420 and 468; prerequisites/corequisites: 356 and 470) S. The capstone design course for industrial engineering majors. Survey of methods, tools and techniques used to plan, communicate, manage and control projects and work on teams. Students work in teams to develop a proposal for, and implement, an industrial engineering design project for an actual manufacturing or service industry client.

Item C. ADD on page 77 to the description of majors housed in the Department of Physics and Astronomy, after Astronomy

Industrial Engineering (B.S., no minor or collateral)

Rationale For A: To add the Industrial Engineering major to the Department of Physics and Astronomy

Rationale For B: The Francis Marion University Industrial Engineering Program has been developed in response to the acute shortage of engineers in the FMU service area and the difficulties encountered by local employers in attracting suitably trained engineers. The FMU Industrial Engineering Program will provide highly educated engineering graduates to relieve this shortage of engineers in the Industrial Engineering discipline experienced by South Carolina Industries.

The curriculum for the Industrial Engineering degree has been developed to meet the standards for the Accreditation Board for Engineering and Technology (ABET). An outside consultant who was recommended by the Institute of Industrial Engineers (I.I.E.) was hired to develop the courses. A curriculum committee of faculty members from Physics, Mathematics, and the School of Business has reviewed the courses. This curriculum is comparable to that in other Industrial Engineering programs. The only other program in South Carolina is at Clemson University. Engineering laboratory facilities at the Southeastern Institute of Manufacturing Technology (SiMT) will be used.

Rationale For C: Once the program in Part B is approved, it will need to be included in the list of courses that are housed in the Department of Physics and Astronomy.

V. Report from the Graduate Council

1. Proposal from the Graduate Council

Item A. MODIFY on pages 105 and 106 of the *Francis Marion University Handbook*, 2012

FROM:

J. Graduate Council

1. *Membership.* The voting membership of the council shall consist of the following:

- a. the head of each school or department that offers graduate degrees or his/her designee.
- b. one tenured faculty member from each school or department that offers graduate degrees, elected by the general faculty, plus an equal number of tenured faculty members from any other schools or departments, also elected by the general faculty.

All voting members of the council should be eligible for membership in the graduate faculty.

Elected members shall serve a three-year term. The Director of Graduate Programs, Chair of the Academic Affairs Committee and the Registrar shall serve as ex officio members without vote.

2. *Responsibilities.* The council shall:

- a. oversee and coordinate graduate programs; approve applicants for admission to graduate study; approve candidates for graduate degrees; and consider appeals for readmission from graduate students who have been dismissed from the university;
- b. notify the faculty of all graduate curricular proposals prior to Council action;
- c. advise the Faculty Senate on all graduate curriculum matters, including proposed graduate courses, graduate course changes, or new graduate programs, being responsible in particular for checking all such proposed courses, changes, or new programs for accuracy, numbering courses, prerequisites, issues of redundancy or overlap

with existing courses, and related matters taking in account the impact of curricular proposals on other disciplines and the university as a whole.

TO:

J. Graduate Council

2. *Membership.* The voting membership of the council shall consist of the following:
 - a. one program director from each school or department that offers graduate degrees;
 - b. one tenured faculty member from each school or department that offers graduate degrees elected by the general faculty; (If a school or department does not have a tenured member to serve in this capacity, a tenure-track faculty member may serve.)
 - c. three at-large tenured members from any other schools or departments without a Graduate Program elected by the general faculty.

All voting members of the council should be eligible for membership in the graduate faculty. Elected members shall serve a three-year term. The Director of Graduate Programs, Chair of the Academic Affairs Committee and the Registrar shall serve as *ex officio* members without vote.

3. *Responsibilities.* The council shall:
 - a. receive a report each semester from the Director of Graduate Studies about applicants for admission to graduate programs, the number of students accepted into various programs, and the number of students enrolled in each graduate program;
 - b. notify the faculty of all graduate curricular proposals prior to Council action;
 - c. advise the Faculty Senate on all graduate curriculum matters, including proposed graduate courses, graduate course changes, or new graduate programs, being responsible in particular for checking all such proposed courses, changes, or new programs for accuracy, numbering courses, prerequisites, issues of redundancy or overlap with existing courses, and related matters taking in account the impact of curricular proposals on other disciplines and the university as a whole.

RATIONALE FOR ITEM A

This change to the description of the Graduate Council in the Faculty Handbook changes the role of the Graduate Council to more of an academic committee like the Academic Affairs Committee. The change also removes the requirement that the Graduate Council approve all candidates for admission to a program. This change reflects the number of faculty in each department/school who are better suited to make these decisions. The number of members on the graduate council will also be limited to a reasonable number. Under the current description, the number of faculty added at large will cause the committee to increase in size as additional Master's (and potentially PhD) programs are added.

2. Proposal from the Office of the Provost and the Graduate Council

Item A. MODIFY on page 198 of the current catalog under heading History

FROM:

HISTORY

Founded in 1970, Francis Marion University is one of South Carolina's 13 state supported universities. Classified by the Carnegie Foundation for Education as a comprehensive university, FMU takes pride in providing a strong liberal arts education in a broad range of undergraduate majors. The University also offers two professional schools in education and business.

The University has been offering graduate coursework since 1974, and today about 15 percent of the total student body is enrolled in graduate programs.

Graduate degree programs are offered in business, education and psychology.

More than 50 percent of the general faculty teach at the graduate level.

The University is accredited by the Southern Association of Colleges and Schools (SACS), and a number of its departments or programs are accredited by specialized accrediting agencies.

TO:

HISTORY

Founded in 1970, Francis Marion University is one of South Carolina's 13 state supported universities. Classified by the Carnegie Foundation for Education as a comprehensive university, FMU takes pride in providing a strong liberal arts education in a broad range of undergraduate majors. The University also offers two professional schools in education and business.

The University has been offering graduate coursework since 1974, and today about 15 percent of the total student body is enrolled in graduate programs.

Graduate degree programs are offered in business, education, nursing, and psychology. More than 50 percent of the general faculty teach at the graduate level.

The University is accredited by the Southern Association of Colleges and Schools (SACS), and a number of its departments or programs are accredited by specialized accrediting agencies.

Item B. MODIFY on page 198 of the current catalog under heading Graduate Council

FROM:

GRADUATE COUNCIL

The Graduate Council oversees all graduate programs at the University. Responsibilities of the council are to (1) approve applicants for admission to graduate study and review candidates for graduate degrees, (2) consider appeals for readmission from graduate students who have been dismissed from the University, and (3) advise the Faculty Senate on all graduate curriculum matters, including proposed courses, course changes, or new academic programs.

TO:

GRADUATE COUNCIL

The Graduate Council coordinates all graduate programs at the University. Responsibilities of the Council are to (1) review admission data on each graduate program, (2) notify the faculty of all graduate curricular proposals prior to Council action, and (3) advise the Faculty Senate on all graduate curriculum matters, including proposed courses, course changes, or new academic programs.

RATIONALE FOR A AND B

Correctly identifies the graduate program offerings and clarifies the duties of the Graduate Council proposed to the Faculty Senate.

Item C. MODIFY on page 200 of the current catalog under heading Admission to Graduate Study

FROM:

ADMISSION TO GRADUATE STUDY

Students interested in applying for admission to graduate programs at FMU should write or call the Graduate Office for information and an application packet, which contains necessary forms and instructions for applications. The University encourages all qualified students to apply. Equal educational opportunities are offered to students regardless of race, religion, color, national origin, sex, physical disability, sexual orientation or age. For information on specific admission requirements, please consult the information with each graduate program in this section of the catalog.

TO:

ADMISSION TO GRADUATE STUDY

Students interested in applying for admission to graduate programs at FMU should write or call the Graduate Office for information and an application packet, which contains necessary forms and instructions for applications. Completion of an application packet does not guarantee admission to a graduate program.

The University encourages all qualified students to apply. Equal educational opportunities are offered to students regardless of race, religion, color, national origin, sex, physical disability, sexual orientation, or age.

For information on specific admission requirements, please consult the information pertaining to each graduate program in this section of the catalog.

ADMISSION DECISIONS

A committee in each school or department offering a graduate program makes admission decisions. Each committee will consider candidates with completed application packets. Incomplete packets will be reviewed at the discretion of the selection committee for that graduate program.

ADMISSION APPEALS

Students who are denied admission to a graduate program may appeal the decision to the Provost. To submit an appeal, the applicant should prepare a typed letter addressed to the attention of the Provost. The letter should explain why reconsideration of the admissions decision is warranted and should clearly describe any extenuating circumstances that will help determine the applicant's suitability for admission.

RATIONALE FOR ITEM C

This removes references to the Graduate Council approving applicants to any of the degree program and also provides a clear method for appealing an admission decision.

Item D. MODIFY on page 203 of the current catalog under heading Academic Standing

FROM:

ACADEMIC STANDING

Eligibility to Continue – Graduate degree students who have been accepted into a degree program must maintain a 3.0 cumulative grade point average for all graduate courses (see exceptions under Course Repetition in the business, education, or psychology section and under Time Limit below). Should a graduate degree student's cumulative grade point average fall below 3.0, that student will be placed on academic probation. During the next semester that the student is enrolled and during each subsequent semester while the student is on academic probation, a 3.0 grade point semester average must be achieved, or that student will be dismissed at the end of the semester. Furthermore, if a student does not achieve a 3.0 cumulative grade point average by the end of 12 hours of coursework taken after being placed on probation, that student will be dismissed from the program.

Readmission After Dismissal – A graduate student may not continue taking courses after being dismissed from the program. By petition to the School of Business or the School of Education or the Department of Nursing or the Department of Psychology and on recommendation of the Graduate Council, a

student may be readmitted for further graduate study, or a student may be denied readmission.

TO:

ACADEMIC STANDING

Eligibility to Continue – Graduate degree students who have been accepted into a degree program must maintain a 3.0 cumulative grade point average for all graduate courses (see exceptions under Course Repetition in the business, education, nursing, or psychology section and under Time Limit below). Should a graduate degree student’s cumulative grade point average fall below 3.0, that student will be placed on academic probation. During the next semester that the student is enrolled and during each subsequent semester while the student is on academic probation, a 3.0 grade point semester average must be achieved, or that student will be dismissed at the end of the semester. Furthermore, if a student does not achieve a 3.0 cumulative grade point average by the end of 12 hours of coursework taken after being placed on probation, that student will be dismissed from the program. A letter of dismissal will be sent to the student by the Director of Graduate Programs.

Readmission After Dismissal – A graduate student may not continue taking courses after being dismissed from a program because of poor academic performance. Application for readmission to a graduate program after dismissal is made by petition to the school or department admission selection committee. To submit a petition for readmission, the student should prepare a typed letter addressed to the attention of the school dean or department chair. The letter should explain why readmission is warranted and should clearly describe any extenuating circumstances that will help the school or department admission committee determine the student’s suitability for readmission. The student will receive a written response indicating the readmission decision from the school dean or department chair.

In the event the petition for readmission is denied by the school or department admission selection committee, a final petition may be submitted in writing to the Provost. The decision of the Provost is final in all cases of petitions for readmission to the University after dismissal because of poor academic performance.

Item E. MODIFY on page 203 of the current catalog under heading Time Limit

FROM:

TIME LIMIT

All requirements for a master’s degree must be completed within one continuous six-year period. Work over six years old is no longer applicable to the degree program and cannot be reinstated except through appeal which begins with the department chairperson or school dean.

TO:**TIME LIMIT**

All requirements for a master's degree must be completed within one continuous six-year period. Work over six years old is no longer applicable to the degree program and cannot be reinstated except through petition to the school or department admission selection committee. To petition for reinstatement of coursework that is over six years old, the student should prepare a typed letter addressed to the attention of the school dean or department chair. The letter should explain why reinstatement of coursework that is over six years old is warranted and should clearly describe any extenuating circumstances that will help the school or department admission committee determine the suitability of reinstated of coursework. The student will receive a written response concerning the committee's decision on this issue.

Item F. MODIFY on page 203 of the current catalog under heading Ethical Standards

FROM:**ETHICAL STANDARDS**

Graduate students are expected to understand and conform to the ethical standards of the profession they are preparing to enter.

TO:**ETHICAL STANDARDS, HONOR CODE, AND CODE OF STUDENT CONDUCT**

Graduate students are expected to understand and conform to the ethical standards of the profession they are preparing to enter. They are also expected to abide by the FMU Honor Code and Code of Student Conduct as described in the University Student Handbook and the applicable department or school handbook. Failure to abide by these norms can result in sanctions up to and including dismissal from the University. A graduate student may not continue taking courses after being dismissed from a program because of violations of ethical standards, the FMU Honor Code, the Code of Student Conduct, or the applicable department or school handbook.

A graduate student who has been dismissed from the University because of violations of ethical standards, the FMU Honor Code, the Code of Student Conduct, or the applicable department or school handbook may petition for readmission to the school or department admission selection committee. To submit a petition for readmission, the student should prepare a typed letter addressed to the attention of the school dean or department chair. The letter should explain why readmission is warranted and should clearly describe any extenuating circumstances that will help the school or department admission selection committee determine the student's suitability for readmission. The student will receive a written response indicating the readmission decision from the school dean or department chair.

In the event the petition for readmission is denied by the school or department admission selection committee, a final petition for readmission may be submitted in writing to the Provost. The decision of the Provost is final in all cases of petitions for readmission to the University that involve dismissal because of violations of ethical standards, the FMU Honor Code, the Code of Student Conduct, or the applicable department or school handbook.

RATIONALE FOR ITEMS D, E AND F

This clarifies the appeal process for students dismissed due to poor academic performance and those who pass the 6-year time limit. Dismissal for reasons other than poor academic performance is clearly spelled out and the process for appeal is described.

Item G. MODIFY on page 203 of the current catalog under heading Application for Degree

FROM:

APPLICATION FOR DEGREE

The Application for Degree is available for graduate students in the School of Education and in the School of Business. Graduate psychology students will be mailed the Application for Degree. December graduates must complete and submit the form by October 1. May graduates must complete and submit the form by March 1. Summer graduates must complete and submit the form by June 10. The application fee should be paid when the student is notified. Failure to meet the stated deadline will result in a delay in the time of graduation.

All students are expected to attend the ceremony. Those students desiring to graduate in absentia should complete the appropriate information on the degree application.

TO:

APPLICATION FOR DEGREE

The Application for Degree is available for graduate students in the School of Education and in the School of Business. Graduate psychology and nursing students will be mailed the Application for Degree. December graduates must complete and submit the form by October 1. May graduates must complete and submit the form by March 1. Summer graduates must complete and submit the form by June 10. The application fee should be paid when the student is notified. Failure to meet the stated deadline will result in a delay in the time of graduation. All students are expected to attend the ceremony. Those students desiring to graduate in absentia should complete the appropriate information on the degree application.

Item H. MODIFY on page 206 of the current catalog in right hand column

FROM:

All of the above materials must be submitted in one packet to:

Graduate Office
Francis Marion University
PO Box 100547
Florence, SC 29502-0547

To be guaranteed timely consideration for acceptance into the M.B.A. program, all of the above materials should be submitted by:

Fall Admission: March 15
Spring Admission: October 15

It is the applicant's responsibility to gather all materials to complete his/her application. Only those completed (with all materials) will be reviewed by the Graduate Council for Admission.

To receive an application or for any questions, please call the Graduate Office at 843-661-1284.

TO:

All of the above materials must be submitted in one packet to:

Graduate Office
Francis Marion University
PO Box 100547
Florence, SC 29502-0547

It is the applicant's responsibility to gather all materials to complete his/her application. Only those completed (with all materials) will be reviewed by the School of Business MBA Committee.

To receive an application or for any questions, please call the Graduate Office at 843-661-1284.

Item I. MODIFY on page 210 of the current catalog in left hand column

FROM:

10. Acceptance is on the basis of the evaluation of the applicant's total academic profile.

11. NOTE: It is the applicant's responsibility to gather all materials to complete his/her application. Only those completed (with all materials) will be reviewed by the Graduate Council for admission.

TO:

10. Acceptance is on the basis of the evaluation of the applicant's total academic profile.

11. NOTE: It is the applicant's responsibility to gather all materials to complete his/her application. Only those completed (with all materials) will be reviewed by the School of Education Graduate Committee.

Item J. MODIFY on page 210 of the current catalog in left hand column

FROM:**GRADUATE CHECK POINTS: M.Ed.****ADMISSION TO M.Ed. PROGRAMS (Check Point 1)**

1. Acceptable Graduate Record of Examination (GRE) scores, Miller Analogies Test scores, a copy of a valid South Carolina Teaching Certificate, or a passing South Carolina score on the PRAXIS II specialty area (NTE) exam.
2. Two appropriate letters of recommendation.
3. A score of 3 (0-4 scale) on the written statement of the applicant's personal philosophy of education.
4. Approval by the Director of Graduate Studies and the Graduate Council.

TO:**GRADUATE CHECK POINTS: M.Ed.****ADMISSION TO M.Ed. PROGRAMS (Check Point 1)**

1. Acceptable Graduate Record of Examination (GRE) scores, Miller Analogies Test scores, a copy of a valid South Carolina Teaching Certificate, or a passing South Carolina score on the PRAXIS II specialty area (NTE) exam.
2. Two appropriate letters of recommendation.
3. A score of 3 (0-4 scale) on the written statement of the applicant's personal philosophy of education.
4. Acceptance by the School of Education Graduate Committee.

Item K. MODIFY on page 210 of the current catalog in right hand column

FROM:**GRADUATE CHECK POINTS – M.A.T.-LD****ADMISSION TO M.A.T.-LD PROGRAMS (Check Point 1)**

1. Acceptable Graduate Record of Examination (GRE) scores, Miller Analogies Test, or PRAXIS II scores.
2. Two appropriate letters of recommendation.

3. A score of three (0-4 scale) on the written statement of the applicant's personal philosophy of education.
4. Approval by the Director of Graduate Studies and the Graduate Council.

TO:

GRADUATE CHECK POINTS – M.A.T.-LD

ADMISSION TO M.A.T.-LD PROGRAMS (Check Point 1)

1. Acceptable Graduate Record of Examination (GRE) scores, Miller Analogies Test, or PRAXIS II scores.
2. Two appropriate letters of recommendation.
3. A score of three (0-4 scale) on the written statement of the applicant's personal philosophy of education.
4. Acceptance by the School of Education Graduate Committee.

Item L. MODIFY on page 219 of the current catalog in left hand column before Course Repetition

FROM:

Completed applications are reviewed for merit by the Department of Nursing faculty. Determination of merit is based upon consideration of all components of the application packet. In the admissions decision process, consideration is given to both the merit of each application received and to the number of slots available in the program at the time of application. Favorably reviewed applications are submitted to the FMU Graduate Council for review. Offers for admission are given to those applicants who show the most promise of success in graduate studies.

TO:

Completed applications are reviewed for merit by the Department of Nursing Graduate Committee. Determination of merit is based upon consideration of all components of the application packet. In the admissions decision process, consideration is given to both the merit of each application received and to the number of slots available in the program at the time of application. Offers for admission are given to those applicants who show the most promise of success in graduate studies.

Item M. MODIFY on page 223 of the current catalog in left hand column after Graduate Office address

FROM:

Completed applications are reviewed for merit by the Psychology Department faculty. Determination of merit is based upon consideration of all components of the application packet. In the admissions decision process, consideration is given to both the merit of each application received and to the number of slots available in the program at the time of application. Favorably reviewed applications are submitted to the FMU Graduate Council for review. Offers for admission are given to those applicants who show the most promise of success in graduate studies.

TO:

Completed applications are reviewed for merit by the Department of Psychology Graduate Committee. Determination of merit is based upon consideration of all components of the application packet. In the admissions decision process, consideration is given to both the merit of each application received and to the number of slots available in the program at the time of application. Offers for admission are given to those applicants who show the most promise of success in graduate studies.

RATIONALE FOR G THROUGH M

These changes correctly identify the graduate degree programs and removes references to the Graduate Council making admission decisions for each program.