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Sent to Vice Office 5/15/68

Discussion: "Requirements for Master's Degree" explained by Dr. Coder in response to Mr. Heil's memo which is attached to Minutes. (B average required.) Procedure required to enroll in master's program.

Minutes of the meeting of the Faculty Senate, Monday, May 6, 1968, at 4:30 p.m., in the Office of the Dean of the Faculty.

Members Present: Mr. Bachkora, Mr. Schroder, Dr. Thomas, Dr. Hamilton, Mrs. Popp, Mrs. McFarland, Mr. Smith, Dr. Wilkins, Miss Gangwer, Dr. Witten, Mr. Heil, Dr. Coder, Mr. Dalton and Dr. Garwood, Chairman.

Members Absent: None.

Also Present: Mr. Kellerman.

The meeting was called to order by Dr. Garwood, Chairman.

REQUIREMENTS FOR MASTER'S DEGREE. At the Senate Meeting of April 22, 1968, the question was raised as to the minimum grade average necessary for the Master's degree. The Graduate Catalog and the General Catalog do not state that a "B" average is required. Dr. Garwood received a memorandum from Richard Heil pertaining to this matter. Mr. Heil's memorandum reads as follows:

"During the discussion of grades in the Faculty Senate meeting of April 22 I brought up the fact that the Graduate Catalog does not stipulate that a B average is required for a Masters degree here at Fort Hays State. The other members of the Senate seemed "shocked" at this fact and so have other members of the faculty that I have talked to since that time. There was no opportunity to resume this discussion during the April 29th meeting but I am hopeful this can be placed on the agenda for a future meeting. Have you been able to obtain an explanation from Dr. Coder? If it is the policy of the Graduate Office that a B average is not required I think this is a serious matter that should be discussed by the Senate because it reflects on the academic standing of the entire institution. I think that most of us have operated under the assumption as stated by Dr. Thomas in the Senate meeting that when he gives a graduate student a C he is failing that student because that was our experience in Graduate school. If that is not the case I think every instructor should be informed of this policy. Are D's acceptable for graduate credit? These and other questions demand a full discussion. Thank you.

Dr. Coder was invited to meet with the Senate to discuss the question raised by Mr. Heil. Dr. Coder stated that a number of people have asked him this question.

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regarding the average required for the master's degree. The fact that the requirement was not mentioned in our publications is an oversight. Previous bulletins have stated a "B" average is required for the master's degree. The "B" average is still the regulation for a master's degree. Three hours of "C" can be offset with three hours of "A". Dr. Coder cited a case where one student had thirty hours of "B" and three hours of "C" and the student did not graduate.

One member asked about repeated courses. Dr. Coder stated that a course may not be repeated to change a grade. Students may appeal to the Graduate Council, however, for permission to do so. The Graduate Council will act on individual cases and, if recommended by the student's adviser, it is likely the student will be permitted to repeat the course. The Graduate Council will ask for recommendations from several people who know the student. In the case of a foreign student who has a language problem, Dr. Coder said he would not hesitate to grant permission to the student to take the course a second time.

Dr. Coder stated he would like to give a qualifying test. Dr. Coder cited the case of a fifty-year old student who, after thirty-four hours of work, could not get his degree because he could not write his examinations. He became so nervous he could not do his orals. The man is a fine teacher and assistant counsellor but received no master's degree. Cases like this should have been discovered at the end of one semester of work.

Dr. Coder stated that the person enrolling in the master's program must follow the procedure indicated below:

1. A transcript is required showing the student is a graduate of an accredited institution. He may be admitted conditionally from an unaccredited institution. If his undergraduate degree is from an unaccredited institution he may be required to take additional work.

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2. The student will take the Graduate Record Examination if he is working toward a masters degree.
3. Two letters of recommendation are required. If the student is a teacher, the letters should be from the individual's principal or someone who can speak of his professional qualifications.
4. The student is asked to write a letter of at least 150 words in his own handwriting stating why he wants a degree. This helps the Graduate Office determine if the student is capable of good writing.
5. A health record must be filed.

Dr. Coder stated that on the GRE, the master's candidate must have a composite score of 800 or better. This is not as high as some universities but it is higher than many. A composite score of 850 is required for the Specialist candidate. Dr. Coder stated that this is higher than that required at Colorado State College at Greeley. Their requirement for the Specialist degree is a composite score of 840. We have required GRE since 1965. Dr. Coder said it has not been required of those already in school. Practically all are taking it now. At the present time some areas don't have the advanced tests on the GRE. The GRE test is given five times a year.

One member asked if the figure of 800 could be converted to precentile. Dr. Coder stated that would be about 50% on national norms. Dr. Coder said in the January test, three people made less than 800; some had scores as high as 1400. Dr. Coder stated that our graduate students for the most part do very well on the graduate record examination.

The meeting adjourned at 5:10 p.m.

John D. Garwood, Chairman

Lucille Drees, Recorder