

## ***Policies of the Graduate Programs Committee of the Mathematics Department at SIUC***

This document records policies adopted by the GPC that do not appear in the Graduate Catalog or the Department's Operating Paper. Those documents would clearly take precedence over this one. This document is to kept by the Director of Graduate Studies the be given to each member of the GPC. This document can be changed or amended by a majority vote of the GPC.

1. **Procedure for Grading Qualifying Exams.** Each part of the exam is written and graded by at least two faculty members. The grade is either fail (0), marginal (1) or pass (2). A student who gets 6 points passes. Students may take exams three times and do not need to retake an exam that they have passed (2). If on their last permitted attempt a student has a total of five (5), the exam committee, plus the Director of Graduate Studies or his/her designee, may pass the student if there is sufficient evidence that the student is ready to do PhD level research; this may include a review of the student's grades and testimony from faculty who have worked with the student. (Approved by continuing faculty Sept 2015, 11 to 1.)
2. **Qualifying Exam Appeal Procedures.**
  - a. A student may petition for a time extension to pass their Qualifying Exam based on a well documented family or medical crisis. The petition must be submitted in writing to the Director of Graduate Studies before January Exams are offered. It must then be approved by a 2/3's vote of the Graduate Programs Committee.
  - b. A student who feels his or her exam was not properly evaluated may appeal in writing to the Director of Graduate Studies. This must be done within 30 calender days of receiving the exam results. If the student's concerns are deemed plausible by the Graduate Programs Committee (excluding any members who graded the part or parts of the exam in question) a new examination committee may be formed to re-evaluate the exam in question. Such a committee could include faculty at other institutions with expertise in the relevant field or fields. [The student can still file a grievance in accordance with the Graduate Student Academic Grievance Policy as stated in the Graduate Catalog.]
3. **Procedure for archiving Qualifying Exams.** The following shall be kept on file by the Graduate Director's secretary for five years or until the student graduates. For each exam:
  - A copy of the exam and the original of the student's answers.
  - Notes made by graders.
  - The final score: 0 - fail, 1 - marginal, 2 - pass.
  - The letter to the student informing him or her of the results.

Access to the archive is limited to the Department Chair and Director of Graduate Studies and to persons they may authorize in response to a grievance.

4. **Procedure to select John M.H. Olmsted Outstanding Teaching Assistant Awards.** Every Spring the Olmsted Foundation allows the department to award the John M.H. Olmsted Outstanding M.S. and Ph.D Teaching Assistant Awards to two deserving TA's. Every Fall the GPC will select two TA's, one from the PhD program and one form the Master's program to recommend to the Dept Chair for these awards. The GPC shall ask the faculty (continuing and

term) for nominations, review student teaching evaluations of all TA's, and review the Vice Chair's assessments of TA's non teaching duties (grading, tutoring, etc.). The GPC members will then vote by secret ballot using a Borda count.

- 5. Procedure for selecting topics courses.** The faculty will be asked to submit topics course proposals periodically. These will be given to the graduate students and a poll will be conducted using a Borda count. The Graduate Programs Committee, minus any members who have submitted proposals, shall select proposals to recommend to the Department Chair based on a combination of student preference, proposal quality and programmatic balance. If the GPC lacks at quorum of at least three the Director of Graduate Studies will ask the Department Chair to appoint additional temporary members. The Committee may ask faculty who have submitted proposals to discuss them.