

Revised January 2021

Policies of the Graduate Programs Committee of the School of Mathematical and Statistical Sciences at SIUC

This document records policies adopted by the GPC that do not appear in the Graduate Catalog or the School's Operating Paper. Those documents would clearly take precedence over this one. This document is to kept by the Director of Graduate Studies (DGS) to 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 DGS 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: Miscellaneous and Appeal Procedures.

a. In those exam areas where the faculty have opted not to post old qualifying exams the faculty shall prepare and provide or post some guidelines on what the exam covers.

b. Students have the right to go over their qualifying exams with members of the exam committees - indeed this is encouraged. Students do not have the right to keep a copy of their qualifying exams.

c. 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 DGS three weeks before Exams are offered. It must then be approved by a 2/3's vote of the GPC.

d. A student who feels his or her exam was not properly evaluated may appeal in writing to the DGS. This must be done within 30 calender days of receiving the exam results. If the student's concerns are deemed plausible by the GPC (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 DGS (or 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 School Director and DGS 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 school to award the John M.H. Olmsted Outstanding MSc and PhD Teaching Assistant Awards to two deserving TA's. Each Spring the GPC will select two TA's, one from the Master's program and one from the PhD program, to recommend to the School Director for these awards. The GPC shall ask the faculty (continuing and term) for nominations, review student teaching evaluations of all eligible TA's, and review the Vice Director's assessments of TA's non teaching duties (grading, tutoring, etc). A subcommittee of the GPC appointed by the DGS will then decide on the winners.

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 GPC, minus any members who have submitted proposals, shall select proposals to recommend to the School Director based on a combination of student preference, proposal quality, and programmatic balance. If the GPC lacks a quorum of at least three the DGS will ask the School Director to appoint additional temporary members. The GPC may ask faculty who have submitted proposals to discuss them.