The Executive Committee of the Graduate School of Arts and Sciences met three times during the academic year 2006-2007: September 6, 2006, January 25, 2007 and May 2, 2007. The committee consisted of the following faculty:

Lynne Pepall, Dean of the Graduate School of Arts and Sciences
Gerard Gasarian, Romance languages, Chair of Committee
Joseph Litvak, English
David Hungfai Lee, Chemistry
Michael Reed, Biology
Martha Pott, Child Development
Kathleen Weiler, Education

During these meetings, several cases were brought to our attention. They were all carefully examined, discussed and approved. In accordance with the primary functions of the committee, the following requests were discussed and decided upon for processing:

1. Eleven requests for extension of time
2. Twenty-seven requests for transfer of credit for courses taken outside the university
3. Thirty requests to approve graduate credit for undergraduate level courses

With respect to item # 1, we renewed our effort to monitor students’ progress towards the completion of their degrees. We will continue to demand periodic progress reports from students, so as to help them keep focused on completion of their degree within the committee’s approved time frame.

In its last meeting especially, the committee expressed concern that departments are supporting extensions of time when in fact students should be requesting a leave of absence. In a forthcoming memo addressed to all department chairs, graduate advisors and the Graduate Student Handbook, Lynne Pepall, the Dean of the Graduate School will remind everyone of our official policies, which are as follows: A leave of absence stops the clock and is appropriate when unforeseen circumstances make it difficult or unlikely for the student to make progress towards the completion of his/her degree. A request for an extension of time, on the other hand, is called for when the student requires additional time to complete his/her degree under the active mentoring of his/her advisor.

Martha Pott from child Development has agreed to take over as chair for academic year 2007-2008. Two new committee members will be selected at a later date.

I would like to end by acknowledging the outstanding work performed by Donna DePrizio, without whom we would have lacked the relevant material for our discussions.