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## **Graduate Studies Committee Functions and Procedures**

As defined in section E.4.f of the Governance Code of the Brody School of Medicine, the purpose of the Graduate Studies Committee of the Brody School of Medicine is to “advise the dean on the development of the school’s graduate programs and act as a forum for expression of interest and concerns of the graduate faculty and graduate students of the Brody School of Medicine. To accomplish this, the Graduate Studies Committee of The Brody School of Medicine has the responsibility for developing and implementing policies and procedures for graduate programs in The Brody School of Medicine.

### **Committee Functions**

1. To ensure School wide maintenance of high academic standards in both course work and dissertation research.
2. To review all proposals for new courses, revised courses, and modifications to current courses and either approve, disapprove, or approve with modifications.
3. To review and act on all proposals for new graduate programs or major changes in existing programs including the discontinuation of graduate programs.
4. To review, formulate, and approve policies and regulations related to graduate education, admission, retention, and graduation policies.
5. To review and approve or disapprove admission of all doctoral students to graduate programs in BSOM.
6. To review and approve or disapprove membership to the Graduate Faculty for individuals whose home department does not have a graduate program.
7. To review and award Graduate Student Awards.
8. To serve as the Appeal Committee for student grievances.
9. To make policy recommendations for the awarding of Brody School of Medicine Fellowships.
10. To act on all matters of graduate education referred to the Committee by the Dean of the Brody School of Medicine, the Associate Dean of Research and Graduate Studies, the Graduate Faculty, and Doctoral Student Association.

## **Committee Composition**

Membership: The committee will consist of the Graduate Directors from each department or degree or certificate program in the Brody School of Medicine. In addition, to achieve balance, the Dean or his designate will appoint additional members such that at least three of the members of the committee are from clinical departments. Three ex-officio members will represent the Office of Research & Graduate Studies without voting privileges: The Associate Dean of Research and Graduate Studies, the Assistant Dean for Graduate Studies, and the Graduate Program Coordinator. If the Assistant Dean is a graduate program director he/she will be a voting member. Two student representatives, one being the president of the Doctoral Student Association and the other, selected from a different department or program by the Doctoral Student Association, will vote on all matters except student appeals. The chair of the committee will be elected by the committee and may serve no more than three consecutive terms.

## **Committee Operation**

1. Members have no term limits.
2. A quorum shall be the Chair and five voting members.
3. A voting member of the Committee who cannot attend a meeting may send a qualified alternate.
4. The Committee may establish sub-committees. With a two-thirds majority vote the Committee may delegate some of its responsibilities to such sub-committees, the Associate Dean for Research and Graduate Studies, or the Graduate Program Coordinator.
5. Committee meetings will be open except when addressing matters related to privacy of individuals.
6. Meetings will be held monthly from August – May. The agenda will be sent to all members at least four days prior to the meeting.
7. Emergency meetings may be called by the Chair with a 24 hour notice.

## **Committee Chair Responsibilities**

1. Call monthly meetings.
2. Prepare and forward agenda with previous meeting minutes to all committee members at least four days prior to a meeting.
3. Preside over meetings.
4. Distribute items for review to the committee members prior to meetings.
5. Prepare and submit correspondence on behalf of the committee.
6. Call for nominations for the Committee Chair position at the last meeting each year. The Chair will recommend that the newly elected person be appointed Chair by the Dean or his designate for the next academic year.
7. Serve as representative of the GSC for official University business.
8. Send official notification of student awards to the Graduate Program Coordinator.

## **Graduate Program Coordinator - Responsibilities to Graduate Studies Committee/Sub-committees**

1. Prepare and submit monthly meeting minutes to Committee Chair for distribution with agenda.
2. Implement policy and procedures approved by the Committee.
3. Provide input if revised policy/procedures cause conflict with established policy/procedures or if policy/procedures already exist to cover the situation.
4. Advise Committee on Graduate Program precedents/tradition.
5. Propose new or revised procedures dealing with Graduate Program administration and record keeping.
6. Provide copies of departmental proposals for new/changed courses, graduate faculty applications (non-degree programs) to Committee Chair for review by committee.
7. Assist subcommittees with completing charge from Committee.

## **Associate Dean for Research & Graduate Studies – Responsibilities to Committee**

1. Inform Committee of Administrative (University, School, GA) policies and decisions affecting the graduate studies programs.
2. Request assistance of Committee for policy/procedures needs or changes.
3. Forward requests from Committee to Administration.
4. Develop graduate program support plans for review and discussion of Committee.

**Assistant Dean for Graduate Studies – Responsibilities to Committee**

1. Report on activities discussed at the Graduate Administrative Board meetings.
2. Report on meetings attended relevant to graduate studies – recruiting, admissions, retention, and graduation.
3. Chair of recruitment sub-committee.
4. Website development.



## **Procedures for Previously Stated Committee Functions**

### Function 1: Ensure High Academic Standards

- ❖ *Ensure the individual programs adhere to academic standards set by the University and the School of Medicine for recruitment and retention.* A member of the Committee will act as the representative of the Office of Research & Graduate Studies for each dissertation defense of students in the Ph.D. programs at the Brody School of Medicine. A committee member acting as representative will attend the public and private sessions of the defense and follow the guidelines approved by the GSC at the April 2002 meeting (below). After the defense, the representative will secure signature of the department chair and the dissertation advisor on the form titled “Dissertation Defense Report and Recommendation to Award the Degree” which will be provided to the representative by the Graduate Program Coordinator. The representative will forward the completed form to the Graduate Program Coordinator for processing. The representative should provide a short statement either verifying that the established procedures were followed or that there were irregularities.

### **Dissertation Defense Procedure**

Before the thesis defense can be scheduled, the “Request to Schedule Student Defense” must be completed. This form verifies that the Dissertation Advisory Committee and the Department Chair or Program Director have read the dissertation and that the dissertation is complete or needs only minor changes, that the research is complete and the student is ready for the defense. The student should allow two weeks for his/her dissertation committee to evaluate the completed dissertation, enough time to make corrections then another two weeks for the committee members to evaluate the corrections and sign the “Request to Schedule Student Defense” form. The student or advisor can get a copy of the form from the Graduate Program Coordinator via e-mail. Allow another two weeks for the defense to be scheduled and a representative from Research & Graduate Studies scheduled to attend. (Committee members will be contacted by the Graduate Program Coordinator for service as a representative of the Office of Research & Graduate Studies to the defense.)

The responsibilities of the representative of the Office of Research & Graduate Studies are to insure that the educational standards are met and that the student’s rights are not violated. This representative will also bring the “Report of Defense of Ph.D. Dissertation and Recommendation to Award the Degree” form for signatures.

## **Responsibilities of the Student**

1. Schedule defense at least 2 weeks in advance – complete “Request to Schedule Defense”, take it to the Graduate Program Coordinator in the Office of Research & Graduate Studies to schedule a representative from Research & Graduate Studies to attend.
2. E-mail the Graduate Program Coordinator the defense announcement which will be sent out via e-mail to all faculty & students in The Brody School of Medicine.
3. Take the signature page of the dissertation on the “good” (20% cotton, acid free) paper to the dissertation defense to get committee and chair signatures.
4. After the defense and any required changes, take the final version of the dissertation to the Graduate School for signature (all pages except the signature page can be on regular paper. The signature page must be on the “good” (20-24 lb cotton/rag, acid free) paper and have all the committee and chair’s signatures. Note: You will need to schedule an appointment with the Assistant Dean of the Graduate School to review your dissertation.
5. After the Graduate School signs the dissertation, it must be printed on the “good” paper. Take the dissertation and the “Doctoral Dissertation Agreement Form” (obtain from R&GS) plus the “Dissertation Acknowledgement” form (provided by the graduate school), to R&GS for copying. Inform the Graduate Program Coordinator if extra copies of the dissertation are desired. The student receives the original, the dissertation director and the department each get a copy, and the library keeps two copies. Only the extra copies are paid for by the student.
6. Pick up the dissertation copies from R&GS or copy center. Insert any figures left out while copies were made and turn the figure legend pages around so they are facing the figures.
7. R&GS will put the copies in envelopes. Any forms needed by the library will be included in the “Original” envelope. The student must ensure that all forms are returned to the

“Original” envelope after the figures are inserted and figure legend pages are flipped.

8. Take the original and copies to Joyner Library for binding. Students are responsible for the charges to have extra copies of the dissertation bound. The cost of binding the extra copies is about \$10 ea; copying charges vary depending on the number of pages but the average is about \$.15 per page. The student will reimburse the Office of Research & Graduate Studies for any extra copies of the dissertation. The student DOES NOT pay the binding or copying charges for the original and 4 copies that are required.

The library will return, to the student, 5 copies of the Dissertation Acknowledgement form. The student must deliver these copies to the offices that are highlighted at the bottom of each form. This must be done as soon as the dissertation is deposited at the library so the various offices can complete the final graduation paperwork.

When the dissertation is bound, the library will send the copies to R&GS for distribution. The student must leave a forwarding address with the Graduate Program Coordinator.

9. Complete the Earned Doctoral Degree survey and give it to the Graduate Program Coordinator in R&GS. (Obtain from R&GS)
10. Complete the “Information for Graduation” form and give it to the Graduate Program Coordinator in R&GS. (Obtain from R&GS)

The development of the procedures for the Defense is the responsibility of the Department or Program. A suggested procedure is: After the public presentation of the dissertation work by the student, the student is allowed to answer questions from the general audience, but the committee members are asked to hold there questions for the closed session. The closed session consists of the student, the student advisory committee, and the representative from Research & Graduate Studies. The student’s thesis advisor serves as the chair for this part of the examination. After several rounds of questions the student is asked to leave the room and the committee decides if the defense was successful.

- ❖ *Transfer of Credit Hours.* The Committee will also review all requests for transfer of hours from other institutions. Departmental graduate directors will submit requests to the Graduate Program Coordinator who will distribute copies to the Committee. If the request is approved by the Committee, the Graduate Program Coordinator will submit the request to the Dean of the Graduate School for review by the Administrative Board of the Graduate School. Ordinarily the board will approve the application of graduate course transfer only if (1) the school or department so recommends; (2) the graduate credit was earned at a regionally accredited institution; (3) the student was admitted to a formal graduate degree program at the time the credit was earned with a minimum final course grade of B; and (4) the credit can be satisfactorily incorporated within the applicable time frame for completion of all degree requirements (6 years from date transfer credits were earned). The request should include the following: (1) why a transfer of credits is necessary; (2) list of courses & credits to be transferred and a list of courses and credits they will replace; (3) an official transcript showing the courses to be transferred.
  
- ❖ *Time Limit Extension.* The Committee will review all requests to extend a student's time limit for the degree. The request should be sent to the Graduate Program Coordinator who will forward the request to the Graduate Studies Committee. If the Committee approves the time extension, the Graduate Program Coordinator will forward the request to the Dean of the Graduate School for review by the Graduate School Administrative Board.

PROCEDURES FOR MAKING REQUESTS FOR TIME  
EXTENSIONS FOR APPROVAL BY THE ADMINISTRATIVE  
BOARD

Approved by the Graduate School Administrative Board,  
January 14, 2002

Requests for time to degree extensions must be submitted for the first meeting of the Graduate School Administrative Board during the semester the student intends to graduate. All such requests must include:

1. The semester the student was admitted to the degree program.
2. The student's registration history while enrolled in the program, e.g., continuous, last time registered, etc. (can use a copy of the RG40 screen from the student data base)
3. The reason(s) for the necessity of the extension.
4. The plan of study the student will follow to complete the degree requirements, i.e., what courses, exams, portfolios, thesis must be completed.
5. The justification for this plan of study.
6. The specific semester the student will graduate.

- ❖ *Student Retention.* The Committee may also inquire about the retention of a student whose academic performance appears not to meet stated University requirements as stated in the Graduate Catalog under Doctoral Programs and, if necessary, recommend to the Associate Dean for Research & Graduate Studies that an official inquiry be conducted to determine if the student should be terminated from the program.

#### Function 2: New Courses & Course Changes.

Departments will submit new course or course change proposals to the Graduate Program Coordinator. The Graduate Program Coordinator will submit proposals to members of the Committee. The committee members may review the proposal and indicate their approval or disapproval via e-mail to the GSC Chair, or the committee member may request that the approval/disapproval wait till the next Committee meeting for discussion. If the proposal is approved, the Department will forward the proposal via email and hardcopy to the Graduate Curriculum Committee for review at the next curriculum committee meeting.

#### Function 3: New Program or Program Changes.

New program or program change proposals are reviewed by the GSC to determine if programs are compatible with existing programs. Requests for changes to an existing program or a Request for Authorization to Plan a new program are sent to the Graduate Program Coordinator, who, in turn, forwards the proposals to the GSC.

#### Function 4: Policy and Procedures for Graduate Education.

The Committee will determine if a new policy or procedure is needed. The new policy or procedure will be formulated by the committee taking into consideration the practical feasibility of its implementation and insuring it is not in conflict with existing University and/or Departmental or Program policies or procedures. Committee members are expected to provide the committee with the views and concerns of their Department or Program.

#### Function 5: Approval of Admission of Students to Doctoral Programs

The committee will review and either approve or disapprove the admission of students to the doctoral programs in BSOM. The minimum criteria are a total score of 1000 or greater in verbal and quantitative portion of the GRE and a GPA of 3.0 or greater in their last year of school.

## Function 6: Approval of Graduate Faculty Appointments for Non-Degree Granting Departments.

Proposals for graduate faculty appointments for non-degree granting departments must be approved by the GSC prior to submission to the Graduate School for approval. Proposals will be sent to the Graduate Program Coordinator who will check for required information then forward the proposals to the GSC for review. The Chair may elect to vote on approval via the email system or schedule the applications for the next meeting. If the application is approved at the Committee level, the Graduate Program Coordinator will forward an approved copy of the application to the Graduate School for review and approval by the Dean of the Graduate School.

## Function 7: Review Nominations for Student Awards

The Chair, on behalf of the Committee, will send out a call for nominations for three awards each year: Carol Volkman, Valentine, and Berbecker Scholarship (funds permitting).

The call for nominations is usually sent in November so that awards can be announced at the annual Graduate Student Research Day. Nominations will be collected by the Graduate Program Coordinator or the Assistant Dean for Graduate Studies and forwarded to Committee members for discussion at a future meeting. Committee members should review all nominations prior to the meeting. The Graduate Program Coordinator will verify, prior to call for nominations, that funds are available for the Awards. The Assistant Dean for Graduate Studies will notify Student Affairs of the awardees for inclusion in the Medical School Awards Day ceremony.

The Committee will revise, as needed, the policy concerning award of graduate student awards. All policy change recommendations must be cleared with the award sponsor. In the event the sponsor cannot present the award, the sponsor may request someone from the committee to present the award in his/her place. The Assistant Dean for Graduate Studies will be responsible for notifying the Student Affairs office of the awards to be presented or mentioned at the Awards Day Ceremony and the presenter name. The Graduate Program Coordinator will be responsible for securing the plaque and monetary award unless the sponsor provides the plaque and check. (See awards criteria below)

## Function 8: Student Appeal Policy.

The Committee will act as the Appeal Committee for student grievances using the Student Appeal Policy (see below) that was approved by the GSC at the April 2002 meeting.

## **Student Appeal Policy**

When a student's Research Advisory (Thesis) Committee considers a student's academic performance and/or research integrity to be unacceptable for continuance in the graduate program the committee will recommend to the Departmental Graduate Studies Committee (GSC) and the Departmental Chair that the student's program be terminated (When the program is an Interdisciplinary Graduate Program the Graduate Studies Committee of the program and the program director will be notified). If all parties concur in the recommendation, the Departmental Chair or Interdisciplinary Program Director will forward the recommendation to terminate the student's program of study to the Associate Dean for Research and Graduate Studies, The Brody School of Medicine. The Associate Dean will inform the student of the recommendation and apprise the student that he/she may appeal the decision in writing to the Associate Dean for Research and Graduate Studies within seven days. Should the student elect not to appeal or does not respond, the Associate Dean will send the recommendation to terminate the student's departmental or interdisciplinary program of study to the Dean of the Graduate School. Should the student choose to appeal the decision, the appeal will be considered by the Graduate Studies Committee of the Brody School of Medicine excluding the director of the affected department or program no later than the next regularly scheduled meeting of the Graduate Studies Committee.

### Function 9: Fellowship Funding Policy.

Procedures for this function will depend on pending decisions within upper administration concerning budget formulation and funding sources for the doctoral programs. The current policy is:

#### Policy for Allocation of Doctoral Student Fellowships

The institutional funding for Research and Graduate Studies must be maintained or increased to meet our mission of increasing both research and the number of graduating Ph.D. students. It is understood that this funding will serve as seed money and provide the stable base on which to build increased support for these programs from extramural sources. These institutional funds will be transferred into separate accounts administered by the Associate Dean for Research and Graduate Studies and used as stated below.

1. Each basic science department and the Interdisciplinary Program in the Biological Sciences will have a base of five fellowships supported by institutional funds. Three years of support for each of these five fellowships is guaranteed.
2. The remaining institutional monies will be used by the Associate Dean for Research and Graduate Studies to support research initiatives and additional BSOM doctoral student fellowships. These additional fellowships will be allocated based on:
  - a. The number of students in the department or program whose fellowship, tuition, and insurance is paid for by other means. For each two students fully funded by other means, an additional fellowship will be available to the department or program. Each department or program will have equal access to these fellowships. For example, no department or program will get two fellowships until each program that qualifies for one additional fellowship receives that fellowship.
  - b. The quality of the applicants. The minimum criteria for a fellowship are a combined GRE (Q+V) of 1000 or greater and a GPA in their last two years of 3.2 or greater.
3. To insure that no students will be harmed by this policy, funds will be held in reserve to provide a safety net for students funded from other sources such as grants.
4. Each department or program will be allocated 3 fully funded out-of-state tuition remissions. Any unused remissions will be distributed by the Associate Dean for Research and Graduate Studies. Students enrolled as of January, 2004 will be grandfathered under the conditions in place at the time they were enrolled. In short U.S. citizens must show a good faith effort to attain in state status, international students will have their tuition paid until they graduate.
5. This policy will go into effect Fall Semester of 2004.

#### Function 10: Additional Assigned Duties.

Procedures for this function will depend on the task at hand and be established as projects arise.



# **FORMS**

## **Request to Schedule Student Defense**

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Complete and return this form to Graduate Program Coordinator in the Office of Research & Graduate Studies, Brody 1N11G.

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\_\_\_\_\_ is ready to schedule the defense exam.

Student Name

This items checked below verify that the dissertation has been read, and the research & dissertation are complete or require only minor changes, and that the student advisory committee is satisfied that the student is ready for the defense. The defense has been tentatively scheduled for (date) \_\_\_\_\_, (time) \_\_\_\_\_, (rm) \_\_\_\_\_.

Required Signatures:

\_\_\_\_\_  Concur  Not Concur  
Department Chair

\_\_\_\_\_  Concur  Not Concur  
Chair of Advisory Committee

\_\_\_\_\_  Concur  Not Concur  
Committee Member

\_\_\_\_\_  Concur  Not Concur  
Committee Member

\_\_\_\_\_  Concur  Not Concur  
Committee Member

\_\_\_\_\_  Concur  Not Concur  
Committee Member

\_\_\_\_\_  Concur  Not Concur  
Committee Member

Date of Request: \_\_\_\_\_

Date approved by Office of Research & Graduate Studies: \_\_\_\_\_

Research & Graduate Studies Representative: \_\_\_\_\_

**Office of Research & Graduate Studies  
School of Medicine**

**REPORT OF DEFENSE OF PH.D. DISSERTATION  
AND RECOMMENDATION TO AWARD THE DEGREE**

**Directions:** Complete this form after the student has successfully defended his/her dissertation. Send the original form to the Graduate Program Coordinator, Office of Research & Graduate Studies, Brody 1N11G, who will forward copies to the appropriate offices.

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On \_\_\_\_\_  
(date) (student's name) (SS#)  
successfully defended his/her dissertation \_\_\_\_\_  
(dissertation title)

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to the satisfaction of his/her advisory committee. Therefore, the Advisory Committee recommends that the Doctor of Philosophy Degree in \_\_\_\_\_  
(department)  
be awarded \_\_\_\_\_  
(Dec./year or May/year)

Date \_\_\_\_\_  
\_\_\_\_\_ Chairperson of the Department

\_\_\_\_\_ Chairperson, Student Advisory Committee

\_\_\_\_\_ Co-Chairperson, Student Advisory Committee (if applicable)

# **Criteria for Student Awards**

# **The Berbecker Fellowship**

## **Eligibility and Criteria for Selection**

- Eligibility:
- (1) To be eligible for consideration for the Berbecker Fellowship a student must be enrolled as a full time student in the doctoral program at the Brody School of Medicine at East Carolina Brody University.
  - (2) The Student must have successfully completed candidacy examination.
  - (3) Candidates who are scheduled to graduate in less than a year from the date of fellowship award are not eligible.
- Criteria:
- Selection of nominees will be based on evidence of exceptional accomplishment. Examples include grant awards, publications in journals and evidence of recognition at the national or regional level. Creativity, dedication to a career in biomedical research or sciences, initiative and scholastic performance are additional criteria.
- Selection:
- The scholarship will be awarded by the Berbecker Foundation on the recommendation of the Associate Dean for Research & Graduate Studies. The Chair of the GSC will solicit the nomination of one eligible student from each doctoral graduate program and will, with an ad hoc panel, make the final selection of a prospective awardee from this list.
- Terms:
- The fellowship will be awarded annually provided that eligible and outstanding students can be identified. The date of the award will be the annual awards day ceremony in the Brody School of Medicine. Expenditure of fellowship funds by the winner of the award shall be entirely discretionary and the Foundation imposes no constraints; however, expenditure in furtherance of the educational program of the awardee is encouraged. The recipient of the award will receive half the fellowship award in August and the rest in January.
- Processing:
- The Graduate Program Coordinator will query the Medical Foundation each year to determine if funds are available for the award. After the awardee has been determined, the Graduate Program Coordinator will process the paperwork to have checks issued in August and January of the award period.

## William R. Valentine, Jr. Memorial Graduate Student Award

The family and friends of the late William R. Valentine, Jr., established a memorial fund in the Medical Foundation of ECU. The funds are to support a cash prize and plaque for the graduate student who has made the **best overall achievement** for the previous academic year.

**Criteria:** Quality of research as evidence by peer reviewed publications, abstracts, and presentations while in the biomedical doctoral programs at the Brody School of Medicine.

Awards received either as grant support or for juried abstracts and presentations.

Efforts in teaching and other activities which benefit the department or school.

Successful defense of the thesis. (Can be used for evaluation, but not a criteria.

**Submission:** Each biomedical graduate program in the Brody School of Medicine may submit a nomination for one student that meets the criteria. The original **ENTIRE NOMINATION PACKAGE** should be sent to the Graduate Program Coordinator in R&GS. The package should include (electronic submission requested):

1. Letters from the Departmental or Biomedical Concentration of the Interdisciplinary Graduate Director and the student's Dissertation Advisor recommending the student for the award.
2. A copy of the student's cv.
3. Any manuscripts published or accepted for publication (include notice of acceptance).
4. Any meeting abstracts.
5. DO NOT SUBMIT manuscripts or other materials from before the student entered the Ph.D. program at ECU. However, they can be listed on the cv.

**Award Date:** The award will be presented to the student at the Graduate Student Research Day and announced at the annual Medical School Awards Day. The sponsor of the award will arrange for the plaque and cash award. The sponsor may present the award or request others present and announce the award. The Assistant Dean for Graduate Studies will coordinate with the sponsor for presentation and announcement.

## **The Carol Volkman Awards for Doctoral Students at the Brody School of Medicine**

The awards will be made to each of two doctoral students for excellence of biomedical research presentation at the annual Doctoral (Graduate) Student Research Day. The awards categories will be:

- ❖ Most meritorious oral presentation.
- ❖ Most meritorious poster presentation

### Judging

Judges will be appointed by a committee assembled by the Assistant Dean for Graduate Studies or his/her designee. Presentations will be judged on the day of presentation.

The awards will be announced at Doctoral Student Research Day and presented at the annual Awards Day Ceremony of the Brody School of Medicine at East Carolina University.

### Nature of the Awards

Each award will consist of two components:

- ❖ A plaque that will be appropriately engraved. (Format to be approved by the family of Carol Volkman.)
- ❖ A cash award. The current value of the award is \$200 to each of the two awardees. This value may be changed in future years at the discretion of the family directors.

### Procedure:

At least one month before the Awards Day Ceremony, the Associate Dean for Research and Graduate Studies (or designee) will submit the appropriate forms to the Medical Foundation of ECU requesting a check for each of the awardees, to be made out in their respective names for presentation at the Ceremony.

### Technical Points:

- ❖ Dr. Volkman will approve the format of the plaque
- ❖ Contact Medical Foundation each year to confirm amount of cash award. (Either Dr. Al Volkman or Dr. Jeff Moore will notify the foundation of the amount.)

- ❖ The Associate Dean for Research & Graduate Studies is approved to sign forms to initiate payment to awardees and purchase plaques for this award.



## **Revision Log**

Created 10/2002  
Revised 7/2004  
Revised 8/2006