

Graduate Policy Committee
February 19, 2009
10:00 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from 02/05/2009
- 3) Discussion of Program Requirements document: inclusion of min. number of formal courses that may not be transferred in to a doctoral degree
- 4) Approval of final amended documents and tracking forms
- 5) Procedure discussion: 4000 level pre-requisites to be listed in pre-reqs box of audit
- 6) Time limit for grade changes - include in catalog
- 7) Continuous thesis/dissertation research enrollment policy
- 8) Candidacy: timing and portfolio
- 9) Review of graduate certificate program policies
- 10) Other policies to address at future meetings
- 11) Adjournment

UCF Graduate Program Requirements

New Policy Draft: 09-3.1.109

Master's Program Policies

Program Requirements

The program requirements for a master's degree may include core and elective courses, seminars, independent study, directed research, and thesis research. A minimum of 30 semester hours of post-baccalaureate, graduate work (5000-level or higher) is required and must be taken as part of an approved graduate program of study. At least half of the credit hours used to meet program requirements must be at the 6000 level. Only graduate-level work with a grade of "C-" or higher may be used to satisfy degree requirements. Some programs require more than the minimum of 30 hours because of the nature of the discipline and the standards of the associated profession. For the master's degree, at least 24 semester hours of core and elective courses must be earned exclusive of thesis and research. In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion. At least 50 percent of the credits offered for the degree must be in a single field of concentration. A research report, capstone course, comprehensive exam, or other culminating experience that demonstrates that graduate students have engaged in independent learning is required in a nonthesis option master's program. An explanation of how the culminating experience promotes independent learning is required in each program's curricular description.

Independent Study Hours

Independent study (XXX 6908) may be taken for a total of no more than six semester hours.

Thesis Enrollment Requirement

After completion of regular core and elective courses, Master's level students may be considered full-time if they enrolled for at least three semester credit hours of thesis each semester continuously (including summers) and until successful defense and graduation. This requirement does not negate other regulations regarding full-time enrollment or the requirement that all graduate students be enrolled in the term in which they graduate. (See Registration in Term of Graduation in the *Graduate Catalog*.) Students who wish to enroll in part-time hours should consult their adviser.

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Doctoral Program Policies

The primary objective of doctoral study is to educate students to a point of excellence in conducting, disseminating, and applying scholarly research, with the explicit goal of making original, substantive contributions to their degree discipline. The advanced nature of doctoral education requires student participation, debate, evaluation, and discussion of diverse ideas and approaches. Careful analysis, independent research, and greater understanding and application of ideas are also expected.

Program Requirements

The doctoral degree program requirements will consist of core and elective courses, seminars, directed and doctoral research, independent study, and dissertation research. Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree or a minimum of 42 semester hours of graduate credit beyond the master's degree; these graduate credits must be taken as part of an approved graduate program of study. Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession. All graduate credit in a doctoral program must be at 5000 level or higher. At least one-half of the credit hours used to meet program requirements must be in 6000-level or 7000-level courses, including the allowed number of research and dissertation hours. Only graduate level credit with a grade of "C-" or higher may be used to satisfy degree requirements. A university-wide minimum of at least 27 hours of formal coursework exclusive of Independent Study (XXX 6908) is required for all doctoral programs; some programs require a greater number of formal coursework hours. [At least 429 hours of formal coursework must be taken while the student is enrolled in the degree program.](#) A university-wide minimum of at least 15 hours of dissertation credits is required for all doctoral programs, although some programs require a greater number of dissertation hours. In no case will the number of dissertation hours in excess of the amount required by a program be counted toward degree completion. Students admitted with an earned master's degree from a regionally accredited institution or recognized foreign institution may be eligible to have up to 30 hours of their doctoral program waived without a course-by-course review of completed coursework, provided the master's degree was earned in the same area of study. In cases where a student's master's degree is in an area that is different from the doctoral program into which he/she is admitted, programs must conduct a course-by-course review and can waive up to 30 hours of selected courses. If there are deficiencies in the student's master's degree program, the student may be required to take additional prerequisite or background courses which cannot be included in the program of study.

Residency Requirement

In order to meet the residency requirement, doctoral students must register for 9 hours in each of two consecutive semesters.

Candidacy

Admission to Candidacy

A student must demonstrate his or her readiness for the Ph.D. program by successfully completing the candidacy examination before admission to full doctoral status and enrollment into dissertation hours. The Candidacy Examination should be taken when the student is nearing the end of coursework. The exam is administered by the members of the student's dissertation advisory committee or another appropriate committee appointed by the program. External committee members of the dissertation advisory committee are not appointed until after the student has passed the Candidacy exam. The admission to candidacy will be approved by the program director and the college coordinator and forwarded to the UCF College of Graduate Studies for status change. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980).

Doctoral students admitted to candidacy are expected to enroll in dissertation hours and to devote full-time effort to conducting their dissertation research and writing the required dissertation document. Students in doctoral candidacy must continuously enroll in at least three hours of dissertation course work (XXX 7980) each semester (including summer) until the dissertation is completed.

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Candidacy Examination

The purpose of the Candidacy Examination is for the student to demonstrate a strong foundation of knowledge within the specific discipline, and the ability and preparation to conduct independent scholarly research. The committee may examine a broad range of appropriate capabilities, including theory, bibliography, research methodology, and the evaluation of preliminary research, when appropriate. The examination must have a written component; it also may include an oral defense of a written report or dissertation proposal. All written examination materials will be kept in the student's file in the program.

Dissertation Defense:

The dissertation defense is an oral presentation and defense of the written dissertation describing the student's research. The advisory committee will evaluate and judge the dissertation defense. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study.

UCF Transfer of Credit Policy for Degree Programs

New Policy Draft: 09-4.1.42

General Policy:

Graduate transfer credits consist of hours completed at a regionally accredited institution (including UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only courses with a grade of "B-" or higher may be transferred into a program of study.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.
- Only formal coursework hours, but not thesis or research hours, may be accepted as transfer credits.

The acceptance of transfer credits must be approved by the program director of the degree program; graduate programs may stipulate additional constraints. Students may petition their program department for exceptions to the given limits.

At the discretion of the program, up to all of the hours taken to fulfill an earned graduate certificate can be used toward a graduate degree within the same or closely-related discipline.

Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate-level coursework taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as transfer credits toward a graduate degree. Certain graduate programs do not allow transfer of credits if the hours have been used for an undergraduate degree. It is imperative that students obtain advisement from the graduate program director of the specific program prior to registering in graduate-level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. Tuition and fees for graduate-level courses are different from undergraduate courses, and it is the student's responsibility to consult with the [Office of Student Financial Assistance](#) (<http://finaid.ucf.edu/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

Transfer of credit toward a Master's degree:

No more than a combined total of nine semester credit hours may be transferred into a master's program of study, with the sole exceptions being for credits taken to fulfill an earned graduate certificate, from doctoral programs within the same discipline, and as part of accelerated bachelor's/master's programs.

Master's transfer credits are typically finalized BEFORE graduate status is granted in the UCF master's program. All transfer credits toward a master's degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized by the end of the term prior to the term of expected graduation.

Policies governing standard transfer circumstances:

- Work taken as a graduate student at a recognized international institutions. Students with international transfer credit may be required to obtain a WES evaluation.
- Work taken while in graduate status at UCF. The nine semester credit hour transfer limit applies to any combination of the following graduate credits taken at UCF: coursework taken as a UCF undergraduate; coursework taken while in nondegree status; coursework taken as part of a graduate certificate program at UCF; coursework taken as part of another graduate degree earned at UCF; and coursework taken while in graduate status in another program at UCF where a degree was not earned, including a doctoral program in a different discipline.

For those students who have completed graduate-level courses while enrolled in a UCF doctoral program within the same discipline where a degree was not awarded, transfer credit is NOT limited to 9 hours; credit for more than 9 hours is at the discretion of the program and requires approval of the Appeals Committee. All other general transfer credit policies apply.

- Work taken as a Traveling Scholar. Students who wish to take graduate course work elsewhere while enrolled as a student at UCF must apply and be accepted as a Traveling Scholar. Graduate credits earned as a Traveling Scholar are considered "in-program" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour transfer limit. Consult the section on Traveling Scholars in the *Graduate Catalog* for more information.

Transfer of credit toward a Doctoral degree:

In no case may the sum of transfer credit and credit for an earned master's degree exceed 50% of the total degree requirements of any doctoral degree, as calculated post-bachelor's degree.

All credits taken to fulfill an earned graduate certificate or up to a combined total of nine semester credit hours may be transferred into a doctoral program of study. For doctoral requirements enumerated post-bachelor's degree, up to 30 additional credit hours may be transferred into a program of study from an earned master's degree within the same or closely-related discipline. No more than a combined total of nine semester credit hours may be transferred into a doctoral program of study, with the sole exception being for credits taken to fulfill an earned graduate certificate.

~~Students with an earned master's degree within the discipline may have reduced doctoral program requirements, as indicated in the Graduate Catalog. For doctoral programs requiring fewer than 48 semester credit hours, no more than a combined total of six semester credit hours may be transferred into a doctoral program of study.~~

All transfer credits toward a Doctoral degree should be finalized by the end of the third major (Fall/Spring) term of program enrollment (based on full time enrollment), and must be finalized prior to the change to candidacy status.

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University-Wide Qualifications for Participation in Graduate Education

The institution of the following set of guidelines and qualifications is intended to enhance graduate education at UCF and to certify the credentials of faculty who contribute to graduate programs. Graduate education requires the availability of highly competent individuals who possess specialized skills and who are willing to share their skills and knowledge. As the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities, appointments of faculty and staff members in more than one department, school, center/Institute, or college are encouraged as a way to further this objective.

Section A establishes the role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

Section B establishes the appointment and roles of Graduate Faculty and Graduate Faculty Scholars.

Section C establishes the minimum qualifications for the various faculty roles in graduate education.

Section D establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.

Section E establishes minimum responsibilities for the various members of thesis and dissertation advisory committees.

Programs may set higher qualification standards or additional requirements.

A.1: Graduate Program Committees

Each graduate program will be administered by a graduate program committee consisting of faculty members who participate in the program. An active graduate program committee is required for each graduate program in order to provide program oversight and to ensure that the qualifications of contributing individuals are appropriate for participation in graduate education. Graduate program committee members are appointed in accordance with established department/school procedures and the qualifications established in this document.

A.2: Qualifications for Serving on Graduate Program Committees

Faculty members who are tenured or tenure-earning and who are members of the Graduate Faculty may serve on graduate program committees. The graduate program director will be the chair of the graduate program committee. Only graduate program committee members with Full Graduate Faculty status may vote on appointments to the level of full graduate faculty.

B.1: The Graduate Faculty

The Graduate Faculty will comprise Full Graduate Faculty and Associate Graduate Faculty members. The Graduate Faculty teach graduate courses, serve as members of thesis and dissertation committees, and serve as faculty advisors for thesis and dissertation students and chairs of student advisory committees. Tenured, tenure-earning, and UCF research faculty are eligible for appointment to the Graduate Faculty.

Appointment to the Graduate Faculty will be determined by the graduate program committee that is relevant to the graduate education duties of each individual faculty member. Newly hired tenured, tenure-earning, and UCF research faculty may have their qualifications to serve as graduate faculty reviewed as

part of the search and appointment process. All Graduate Faculty are appointed with the consent of the Dean of the College of Graduate Studies. Appointments remain in effect until the next university graduate program review, or until individually reconsidered by the graduate program committee or Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program.

B.2: Associate Graduate Faculty

Associate graduate faculty may teach graduate courses and serve as members and co-chairs of thesis and dissertation committees.

B.3: Full Graduate Faculty

Full graduate faculty may serve in any of the roles of associate graduate faculty, and, in addition, may serve as a faculty advisor for a thesis or dissertation student and chair a thesis or dissertation advisory committee.

B.4: Graduate Faculty Scholars

UCF courtesy appointees and other qualified individuals may serve as graduate faculty scholars in temporary graduate faculty roles confined to specific, well-defined graduate faculty assignments. Graduate faculty scholars play important roles in graduate education at UCF, but their status as graduate faculty scholars is distinct from that of the Graduate Faculty. Appointment of graduate faculty scholars will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. Graduate faculty scholars may serve as outside members of thesis or dissertation committees, where appropriate, for the purpose of bringing specific disciplinary knowledge to the committee. Graduate faculty scholars may not be involved in funding the research being conducted by a graduate student nor have a monetary interest in the outcome of the research. Graduate faculty scholars may not teach graduate courses unless they are also employed by the university as adjunct faculty.

In instances deemed appropriate by the graduate program committee, graduate faculty scholars may serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees.

It is expected that graduate faculty scholars will attend the various committee meetings associated with serving as a member of a thesis or dissertation committee and will have the means to be present at the final oral defense.

C.1: Qualifications - General

1. The graduate program committee will review and approve the qualifications of individuals to be appointed as members of the Graduate Faculty or as graduate faculty scholars. The department chair/unit director must approve these appointments after the review and approval of the individual's credentials by the graduate program committee.
2. For individuals in the process of obtaining a terminal degree, certification by the College of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

C.2: Qualifications to Teach Graduate Courses

Individuals must be approved to teach graduate level courses (5000 or above) by the department chair/unit director after a review and approval of the individual's credentials by the graduate program committee.

1. Faculty approved to teach graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline, and demonstrate a high level of competence in teaching and scholarship.
2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when ~~approved~~recommended by the graduate program committee and approved by the department chair/unit director.
3. No graduate student may teach graduate courses.
- ~~4. Joint and secondary joint faculty are eligible to teach graduate level courses, provided they meet the above list of qualifications, and their course assignments are approved by the graduate program committee and the department chair/unit director.~~
- ~~5.4.~~ Graduate faculty scholars are eligible to teach graduate level courses provided they meet the above list of qualifications, they are employed by the university as adjunct faculty, and their course assignments are ~~approved~~recommended by the graduate program committee and approved by the department chair/unit director.

C.3: Qualifications to Serve as a Member of an Advisory Committee

To serve as a member of a thesis or dissertation advisory committee, including the position of co-chair, individuals must be approved by the graduate program committee as graduate faculty or graduate faculty scholars with the consent of the Dean of the College of Graduate Studies.

Graduate faculty and graduate faculty scholars are expected to meet the following criteria to serve as a member of a thesis or dissertation advisory committee:

1. Evidence of current interest and involvement in scholarly research or creative productivity, and national or international recognition of such work. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis or dissertation, or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the graduate program committee.
- ~~2.3.~~ Members of the graduate faculty who are outside of the student's program are eligible to serve as external members of a thesis or advisory committee. Co-chairs, however, must be approved by the graduate program committee of the student's program.

C.4: Qualifications for Serving as a Chair of a Thesis or Dissertation Advisory Committee

To serve as the chair of a thesis or dissertation advisory committee, individuals must have an appointment in the program, must be approved by the graduate program committee to serve as full graduate faculty, and must meet all of the above qualifications to serve as members and co-chairs of thesis or dissertation advisory committees. In addition:

1. Previous experience in serving as a member or co-chair of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.
2. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.

Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

D.1: Re-evaluation of Graduate Faculty Status

Individual qualifications for serving as graduate faculty will be re-evaluated by the graduate program committee at the time of the periodic university program review, or sooner, as deemed appropriate by the graduate program committee or at the request of the Dean of the College of Graduate Studies. At that time, individuals must re-submit their credentials to the graduate program committee if they wish to have their appointment renewed.

D.2: Guidelines for a Thesis or Dissertation Advisory Committee Member Who Leaves UCF

A dissertation advisory committee member who leaves UCF may be eligible to continue serving on the committee as a graduate faculty scholar with the approval of the graduate program committee.

D.3: Guidelines for a Thesis or Dissertation Advisory Committee Chair Who Leaves UCF

In the event that a chair of a thesis or dissertation advisory committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation advisory committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
2. If one calendar year has passed since the faculty member left UCF and the advisee has not yet completed the degree requirements, the departed faculty member may continue to serve as co-chair of the thesis or dissertation advisory committee as a graduate faculty scholar, with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

D.4.1: Faculty Emeriti

Emeritus faculty can continue to be members of the graduate faculty and can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

D.4.2: Retired Faculty

Graduate faculty who retire may continue service on advisory committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.1: ~~Minimum R~~responsibilities of members of advisory committees

1. To meet at regular intervals at least once per year to: (i) discuss and approve the proposed dissertation research and the plans for carrying out research; and (ii) to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses.
2. To review Turn-It-In.com results from dissertation submittals.
3. To ~~conduct-participate in~~ the candidacy and/or dissertation prospectus examination. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
4. To ~~conduct-participate in~~ the ~~final-oral-examination~~dissertation defense to assure: (i) that the dissertation is acceptable as original research and a contribution to the discipline; and (ii) that it meets the standards of the University. No fewer than four faculty members, including all members of the advisory committee, shall be present with the student during the examination. Only members of the advisory committee may sign the dissertation, and a majority must approve of the dissertation. The ~~final-oral~~dissertation defense must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.

E.2: ~~Minimum R~~responsibilities of the chair (and co-chair) of advisory committees

1. In cooperation with the program director, to review the program of study, the research, and all other degree requirements by meeting with the student early in the program and immediately after appointment as chair/co-chair.
2. To suggest to the student possible committee members who could serve on the advisory committee. To establish timelines for the research, set expectations, and evaluate the student progress based upon these.
3. To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.
4. To review in a timely manner all written materials submitted by students and offer suggested revisions.
5. To meet once per year with the student and the dissertation advisory committee to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses. The chair shall write this letter and send it to the program director and the College of Graduate Studies after consultation with the advisory committee.
6. To coordinate the ongoing efforts of the committee as its chair, and to participate fully in the responsibilities of the committee members as a member of the advisory committee.
7. To chair the candidacy and/or dissertation prospectus examinations. The entire committee shall be present for the oral portion of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
8. To chair the ~~final-oral-examination~~dissertation defense, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

E.3: ~~Minimum R~~esponsibilities of the external committee member

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.
3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.
4. Graduate faculty scholars are external members.

F.1: Exceptions to This Document

Appeal for exception to any part of this document shall be referred to the Vice Provost and Dean of the College of Graduate Studies.

Regarding Updated University-Wide Qualifications for Participation in Graduate Education

Whereas, a primary mission of the university is “to offer high-quality undergraduate and graduate education,” and

Whereas, participation in graduate education demands advanced levels of formal education/training and experience, and

Whereas, various accrediting organizations stipulate that participants in graduate education activities possess advanced levels of formal education/training and experience in order to maintain certification,

Be it resolved, that the Graduate Council hereby recommends an update of the criteria, processes and procedures by which The University of Central Florida will establish the university-wide set of qualifications governing participation in graduate education.

[Click here to see the recommended procedures for this resolution.](#)

Approved by the Faculty Senate on.

Forwarded to the Provost for approval on.

Approved by the Provost on.



Graduate Council Policy Committee

Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Policy Committee submits to Faculty Senate Steering Committee for approval; 4) Faculty Senate Steering Committee submits to Faculty Senate, if appropriate; 5) the Faculty Senate submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request: new modification deletion

Policy Reference No.:

Year Submitted:

Intent of Policy:

Version:

Final:

Draft:

Date sent to Faculty Senate Steering Committee:

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council Policy Committee:

Date:

Faculty Senate Steering Committee:

Date:

Faculty Senate: clarification of policy only

Date:

Academic Affairs:

Date:



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