

## Graduate Council Policy Committee

November 17, 2021 • 10:30 am • Zoom Meeting

### MINUTES

**Members Present:** Keith Koons (CAH), Robin Back (RCHM), David Mohaisen (CECS, **Vice Chair**), Laurie Neely (CHPS), Annette Bourgault (CON), Stacy Barber (COS, **Chair**), Uluc Aysun (COB), Claudia Andl (COM), Devon Jensen (CGS), Barbara Fritzsche (CGS), Jennifer Parham (CGS)

**Guests Present:** Sevil Sonmez (COB), Laurence Von Kalm (COS), Linda Rosa-Lugo (CHPS), Tonya Walker (COS)

**Recorder:** Michele Pozdroll

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#### Welcome and call to order

The meeting was called to order at 10:30 am by committee chair Dr. Barber. A quorum was established.

Approval of minutes from November 3<sup>rd</sup>, 2021-**Correction Needed**

**Policy Review/Discussion (University compliance has requested change to catalog language re: academic integrity)** – After a short recap discussion regarding the need to improve the Academic Misconduct regulation. A motion was made and approved for Dr. Klonoff to request the BOT to revise the relevant portions of the regulations concerning Academic Misconduct, and to utilize faculty feedback.

**Late Withdrawal Policy New Language**-Dr. Jensen led this discussion and provided the new language write-up on the screen for the committee to view. After a brief discussion the committee voted to approve the new language.

**New Language on Late Withdrawals:** *Withdrawals are not permitted after the deadline except in extraordinary circumstances such as being the primary caretaker of an immediate family member who becomes seriously ill or injured after the withdrawal deadline. Late withdrawal must be requested during the semester in which the withdrawal is sought and as soon as the extraordinary circumstances arise. Documentation is required, showing that the extraordinary circumstance occurred after the withdrawal deadline. Unsatisfactory academic performance is not acceptable reason for withdrawal after the deadline. Graduate students seeking to petition for a late withdrawal should consult the College of Graduate Studies (MH 230). Late withdrawals are typically for all courses taken in the semester. Students who request a late withdrawal from selective classes must provide a compelling reason and documentation (e.g., my son's radiation treatment was at 9:00 a.m. every day, so I only had to stop attending my 9:00 a.m. class).*

**Course Requirements Policy-** Does undergrad course need to be taught before grad split level course? Dr. Jensen led this discussion. The committee had several concerns regarding this proposal and voted to deny this proposal.

**New Catalog Year Policy and Graduate Program Handbook**-Bringing policy around catalog year to existing practice? Dr. Jensen led this discussion regarding the language change. The committee voted to approve the language change and add one new word to the graduate program handbook language.

**New Language on Catalog Year:** *Degree requirements, regulations, and policy for the institution and every academic program are provided in the annual UCF Graduate catalog. The catalog year prescribed academic, internship, clinical, and/or professional/accreditation requirements students must fulfill in order to earn that degree or certificate. The catalog year is assigned to the student's first term of enrollment in a graduate degree or certification program. Students will adhere to that catalog year as long as continuous enrollment is maintained. Students who have been readmitted to a program are*

*reassigned to the catalog year associated with the first term of enrollment at readmission. When changes occur to degree or certificate requirements, they will appear in the next catalog year. By request, students may switch their catalog year to the new degree requirements. When changing catalog year, students must comply with all degree requirements listed in the newer university catalog. Students are not permitted to revert to an older catalog year.*

**New Language Graduate Program Handbook: One correction shown in red.** *In addition to the requirements listed in the catalog, each graduate program has a handbook, which specifies details about graduate program policies, procedures, and behavioral expectations. All students are expected to comply with all **current** policies. Violations of handbook policy can result in probation or dismissal from the graduate program. Handbooks may be updated every year. When the handbook has changed, all current students should be notified by their graduate program to read and comply with the new policies, procedures, and/or expectations.*

The meeting was adjourned at approximately 11:21am. The next meeting will be held on December 1, 2021.