



2-21-2013

# Academic Policy Committee Report - February 21, 2013

Graduate Council

Follow this and additional works at: [http://trace.tennessee.edu/utk\\_gcacadpol](http://trace.tennessee.edu/utk_gcacadpol)

---

## Recommended Citation

Graduate Council, "Academic Policy Committee Report - February 21, 2013" (2013). *Academic Policy Committee Reports*.  
[http://trace.tennessee.edu/utk\\_gcacadpol/13](http://trace.tennessee.edu/utk_gcacadpol/13)

This Report is brought to you for free and open access by the Graduate Council at Trace: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Academic Policy Committee Reports by an authorized administrator of Trace: Tennessee Research and Creative Exchange. For more information, please contact [trace@utk.edu](mailto:trace@utk.edu).

ACADEMIC POLICY COMMITTEE  
THURSDAY, FEBRUARY 21, 2:15 P.M. – 3:30 P.M.  
111 STUDENT SERVICES BUILDING

Present: Stefanie Ohnesorg (Chair), Ralph Brockett, Russell Crook, Yanfei Gao, Jennifer Morrow, Christian Parigger, Kay Reed, Marian Roman, Amanda Sanford, Shawn Spurgeon.

The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m.

**1. DEFENSE OF DISSERTATION EXAMINATION – APPROVED BY APC – APPROVED BY GRADUATE COUNCIL ON 2/28/2013 - TO BE EFFECTIVE FALL 2014**

**CHANGE PROPOSED:**

The examination must be scheduled through the Graduate School at least **two** weeks prior to the examination.

**POLICY STATEMENT:**

A doctoral candidate must pass an oral examination on the dissertation. The dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The examination must be scheduled through the Graduate School at least one week prior to the examination. Except with prior approval from the Dean of the Graduate School, the examination must be given in university-approved facilities. The examination is announced publicly and is open to all faculty members. The defense of dissertation will be administered by all members of the doctoral committee after completion of the dissertation and all course requirements. This examination must be held at least two weeks before the final date for acceptance and approval of dissertation (indicated on the Graduate Student Deadline Dates) by the Graduate School on behalf of the Graduate Council. The major professor must submit the results of the defense (Pass/Fail form with original signatures) by the deadline date.

**Rationale:**

The current policy requires that the defense be scheduled no more than one week prior to the actual defense. Since the copies of the dissertation must be submitted to the committee at least two weeks prior to the defense, it will simplify the timing requirements to have the defense date set and the copies distributed at the same deadline. The Scheduling of Defense of Dissertation form is the trigger that the Graduate School uses to produce the pass/fail form for the defense. To allow adequate time for the department to receive the pass/fail form and prepare for the defense, more time is needed. Thesis defenses are required to be scheduled two weeks in advance of the event, as well.

Committee Discussion:

The committee also requested that public announcements of the dissertation defenses be restored, as they had been in the time period before the most recent change to the scheduling deadline.

**2. REMOTE PARTICIPATION IN ORAL DEFENSES – APPROVED BY APC – TO BE EFFECTIVE FALL 2014 (PRESENTED AS INFORMATION AT GRADUATE COUNCIL 2/28/2013)**

NEW POLICY PROPOSED:

This proposal is designed to provide documentation of approval by the academic department when remote participation is part of the thesis or dissertation defense. The documentation is then recorded in the student's record in the Graduate School.

**POLICY STATEMENT:**

It is generally expected that all members of graduate committees should be physically present at all required oral thesis or dissertation defenses. Under special circumstances, however, it is permissible for the student, and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained;
- All participants join in with two way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection;
- Any visual aids or other materials have been distributed in advance to the remote participants;
- The committee members participate in real time during the entire meeting, discussion, presentation, and evaluation;
- The student is responsible for making the scheduling arrangements, and the major professor accepts responsibility for the oversight of any logistical arrangements necessary;
- Any costs associated with remote participation are not the responsibility of the Graduate School, and must be arranged in advance; and
- The UTK requirement of a public presentation for oral defense of dissertation is still in effect.

The student is required to submit the Remote Participation at Oral Defense Notification Form together with the Scheduling of the Defense Form to the

Graduate School when the student or member(s) of the committee participate remotely.

Rationale:

This policy is designed to assist students and departments with discussions for arrangements of oral defenses. The "Remote Participation at Oral Defense Notification Form" would be attached to the Scheduling of Defense of Dissertation Form so that it is submitted at the same time, two weeks in advance of the defense. A reminder should be inserted into the instructions for the two forms to encourage students to plan for collection of signatures on the Pass/Fail Form when part of the committee (or the student) is participating remotely.

### **3. GRADUATE STUDENT LEAVE POLICY (DISCUSSED AT APC 2/21/2013)**

At the meeting, Amanda Sanford presented paper copies of the draft of the Graduate Student Senate's Graduate Student Leave Policy. The committee discussed some of the areas involved in the policy, such as student registration policies.

The meeting adjourned at 3:30 p.m.

The next meeting is scheduled for Thursday, March 14, 2013.