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ACADEMIC POLICY COMMITTEE

FEBRUARY 16, 2012, 2:15 PM – 3:30 PM

111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg (Chair), Ralph Brockett, Yanfei Gao, Carolyn R. Hodges, Yvonne Kilpatrick, LeAnn Luna, Jennifer Morrow, Christian Parigger, Kay Reed, Marian Roman, Todd Skelton.

The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m. in 111 Student Services Building.

The committee discussed agenda items as follows:

1. Change of Program-Readmission Proposal.

The proposal (ATTACHMENT 1) was approved by the committee to go forward with a recommendation for approval to the Graduate Council.

2. Credit Hour Definition.

A proposal for an official definition is being developed by the Provost's Office to define a credit hour for curriculum at the University of Tennessee, Knoxville. The proposal will be reviewed by the Undergraduate and Graduate Councils.

Proposed UT Definition – DRAFT

Historically, the registrar's office has used a "rule of thumb" that a minimum of 700 "classroom hours" needs to be scheduled for every semester credit hour. This number takes into account the fact that we teach 50 minute "hours" and that our final week of the semester is for scheduled exams.

Thus, a possible definition that combines our practice with the federal definition would be:

"The University of Tennessee requires a minimum of 700 minutes of classroom or direct faculty instruction per credit hour over the course of a semester or the equivalent amount of work over a different amount of time. Students are expected to spend a minimum of two hours of out-of-class work for every credit hour earned."

The need for flexibility about the length of time is driven by factors such as mini-term, summer school, and half-semester courses. Our program's abroad office has also done quite a bit of work on operationalizing the amount of instructional time for study abroad courses.

3. Doctoral Language Exam.

A proposal was presented to the committee from the Department of Modern Foreign Languages and Literatures (MFL) to assess students when they take the doctoral language exam.

Historically, the faculty from the MFL Department have administered the exam for all doctoral students who are required to pass a language requirement. Dr. Hodges suggested that other alternatives be considered for replacing the exam. One alternative is to develop a course that would instruct and assess students in reading knowledge of Spanish so that courses would be available in German, French, and Spanish (German 332 and French 302 already exist). In cases where the student had language skill prior to taking one of these courses, proficiency examinations could be administered to earn credit for the course. Another alternative is to limit the administrations of the exam from three times a year to two times a year. Another alternative is to limit the number of times that a student may take the exam by requiring students to register for the language reading course if they fail the exam.

The committee recommended that other alternatives be explored by the MFL Department to address their concerns.

The meeting was adjourned at 3:30 p.m.

NEXT MEETING IS SCHEDULED FOR THURSDAY, APRIL 5, 2012, 2:15 PM – 3:30 PM IN 111 STUDENT SERVICES BUILDING.

ATTACHMENT 1

The University of Tennessee, Knoxville

Proposal to Change Graduate Catalog Policy: Readmission and Change of Program

Effective Academic Year 2012-2013

Effective Fall 2012 (coinciding with publication of Fall 2013 on-line application):

Contents:

- Rationale – Pages 1-2
- Justification – Page 2
- Current Catalog Text – Page 3
- Proposed Catalog Text – Pages 4-5
- Proposal on Leave of Absence Policy Statement, Current Graduate Catalog – Page 6

Rationale

Any student who has enrolled previously as a graduate student at UT Knoxville, but who has not continued enrollment for at least one semester (excluding summer) or has withdrawn from the university, and wishes to re-enroll must complete and submit the Readmission/Change of Program application.

A currently enrolled graduate student who is seeking a change of major, concentration, or degree objective must also complete and submit the Readmission/Change of Program application. This includes students who request moving from non-degree to degree seeking and students applying to be admitted to another program of study immediately following completion of the current degree program.

A non-refundable application fee in the amount of \$30 will be assessed upon each submission of the Readmission/Change of Program Application.

Students will be required to submit a Readmission/Change of Program Application if they meet one of the following criteria:

1. Student was previously enrolled in Graduate School at the University of Tennessee, Knoxville, and has had a break in enrollment with the exclusion of summer semester.
2. Student is currently enrolled as a graduate student at the University of Tennessee, Knoxville, and is seeking a change of major, concentration, or degree objective must also complete and submit the Readmission/Change of Program application. This

includes students who request moving from non-degree to degree seeking and students applying to be admitted to another program of study immediately following completion of the current degree program.

3. Student is a currently enrolled doctoral student at UTK who will not complete the doctoral program but instead will request admission to a master's degree program within the same major and concentration.

Currently enrolled UTK doctoral students who plan to complete the master's degree while maintaining enrollment in the doctoral program must submit a Request for Concurrent Master's Degree form to the Graduate School graduation services office two weeks prior to the deadline for submission of the graduation application for the master's degree.

All departmental websites and publications should refer to the Graduate School/Graduate Admission website and the on-line catalog regarding Readmission/Change of Program policy and procedures.

Justification

As the university seeks to maintain more accurate data regarding persistence to degree, conversion of the change of program process from a change in the student record to a readmission decision will make for a cleaner record of the time period individuals persist toward specific degree programs.

Additionally, it is the Office of Graduate Admissions' goal to place the readmission application on-line in its next publication. Including the change of program as a readmission process will allow the opportunity for programs that participate in supplemental on-line material integration to be able to process required supplemental materials for students seeking change of program on-line as they would for new applicants.

The \$30 application fee is justified inasmuch that the change of program process requires an equal amount of labor as compared to the readmission process.

Note: Other institutions have implemented the use of this dual application. The University of Minnesota utilizes this process. Their website information was used as a resource in the development of this proposal.

Current Catalog Text

Readmission

(<http://catalog.utk.edu/content.php?catoid=7&navoid=521#Readmission>)

A graduate student who has not registered for graduate courses at the University of Tennessee, Knoxville, for one term, other than summer, must apply for readmission. A readmission application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of reentry. To assist the student and the department with planning for a break in enrollment and subsequent readmission, a leave of absence should be requested at least two weeks before the beginning of the semester for which the leave is requested.

A non-refundable Readmission Fee of \$30.00 must be submitted when applying for readmission.

International students must consult with an international student advisor to discuss how a leave of absence affects their immigration status.

For more specific guidelines regarding a leave of absence from continuous registration of course 600, please refer to the policy under that title.

A student who has attended another institution since enrollment at the University of Tennessee, Knoxville, must submit one official transcript showing all course work and any degrees earned at that institution.

The student will be notified when action has been taken by the department/program and the Office of Graduate Admissions. A student who is permitted to enroll and is subsequently denied readmission will receive credit for courses completed successfully. Future registration will not be allowed until readmission is granted.

Request for Change of Program

(<http://catalog.utk.edu/content.php?catoid=7&navoid=521#Request for Change of Program>)

A student who wishes to change their major (program of study) or degree must complete a Request for Change of Program form, which can be obtained online at <http://gradschool.utk.edu/gradforms.shtml> or from the Office of Graduate Admissions. The form requires the signature of the head of the department in which admission was previously granted. No signature is needed if a student requests to change from non-degree status to a degree program or from one degree to another within the same department.

The student must be in good standing for a revision to be processed. Acceptance into a new degree program is contingent upon review and recommendation by that department. If the student is not accepted into the program requested, he/she remains in the former program. The results of each request for program change are communicated to the student by email.

Proposed Catalog Text

Remove current catalog text at the websites noted in the above section.

Add the following catalog text (italic and bold text denotes new language; plain text denotes integration of current language):

Readmission

Any student who has enrolled previously as a graduate student at UT Knoxville, but who has not continued enrollment for at least one semester (excluding summer) or has withdrawn from the university, and wishes to re-enroll must complete and submit the Readmission/Change of Program application.

A student who has attended another institution since enrollment at the University of Tennessee, Knoxville, must submit one official transcript showing all course work and any degrees earned at that institution.

The student will be notified when a decision has been made by the Office of Graduate Admissions. A student will not be permitted to enroll until officially admitted by the Office of Graduate Admissions.

A non-refundable application fee in the amount of \$30 will be assessed upon each submission of the Readmission/Change of Program Application.

A Readmission/Change of Program application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of entry.

Change of Program

Any student who is seeking a change of program will be required to submit a Readmission/Change of Program Application if they meet one of the following criteria:

1. Student is currently enrolled as a graduate student at the University of Tennessee, Knoxville, and is seeking a change of graduate major, concentration, or degree objective. This includes students who request moving from non-degree to degree seeking and students requesting admission to another program of study immediately following completion of the current graduate degree program.
2. Student is a currently enrolled doctoral student at UTK who will not complete the doctoral program but instead will request admission to a master's degree program within the same major and concentration.

The student should contact the department/program to which they are applying for information about deadlines and whether supplemental materials are needed to be considered for the program. International students must also consult with an international student advisor in the Center for International Education to discuss how a ***change of program*** affects their immigration status.

A non-refundable application fee in the amount of \$30 will be assessed upon each submission of the Readmission/Change of Program Application.

A Readmission/Change of Program application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of entry.

Request for Concurrent Master's Degree Program

Currently enrolled UTK doctoral students who plan to complete the master's degree while maintaining enrollment in the doctoral program must submit a Request for Concurrent Master's Degree form to the Graduate School graduation office two weeks prior to the deadline for submission of the graduation application for the master's degree. No fee will be assessed for submission of this form.

Proposal on Leave of Absence Policy Statement, Current Graduate Catalog

Since the University of Tennessee, Knoxville student records do not officially contain a leave of absence, **we propose that the following statements** from the current Graduate Catalog found under the Readmission heading **be removed to be consistent with records**:

To assist the student and the department with planning for a break in enrollment and subsequent readmission, a leave of absence should be requested at least two weeks before the beginning of the semester for which the leave is requested.

For more specific guidelines regarding a leave of absence from continuous registration of course 600, please refer to the policy under that title.

International students must consult with an international student advisor to discuss how a leave of absence affects their immigration st