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## Academic Policy Committee Report - January 09, 2003

Graduate Council

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ACADEMIC POLICY COMMITTEE  
THURSDAY, JANUARY 9, 2003, 3:30 P.M.

4<sup>th</sup> Floor AHT

Members Attending: Wayne Davis (Chair), Bob Auge, Anne Mayhew, Mary Papke, Kay Reed.

1. Change to Non-Degree Graduate Student Policy Approved by Graduate Council in October, 2002.

The committee discussed a point raised by the Faculty Senate's Educational Policy Committee (EPC) related to the recent change in the statement on non-degree admission. That change, while restricting students from registering for more than 15 hours in that category, encouraged students with a first bachelor's degree to enroll as non-degree students at the undergraduate level if they planned on long-term enrollment. The EPC asked for a provision to allow undergraduate non-degree students, in these cases, to register for 600-level classes. Currently, the Graduate Council policies restrict undergraduates from registering for 600-level courses.

The Academic Policy Committee recommended that the Graduate Council approve the following amendment to the statement that was approved in the October 17, 2002 Graduate Council meeting.

**CURRENT STATEMENT as it appears in the 2002-2003 Graduate Catalog, page 14, second column:**

NON-DEGREE ADMISSION

Applicants may apply for non-degree status who, for example:

1. need additional time to fulfill application requirements for a degree program.
2. do not wish to pursue a degree program.

Admission to the non-degree status requires that a person meet the minimum requirements (see Admission Requirements).

A major area must be declared if the intent is to seek an advanced degree. If no degree is desired, a major area need not be declared, but some departments do not permit non-degree

students to register for graduate courses (see Majors and Degree Programs chart for information on restricted programs).

There is no specific limit on the number of courses that a student may take in non-degree status. However, before accumulating 15 hours of graduate coursework in this status, the student must either:

1. apply and be admitted to a specific degree program (see Revision of Admission Classification for procedures); or
2. submit a Plan of Study form to the Office of Graduate Student Services for approval to continue taking courses in non-degree status. The plan of study must include a stated educational objective and a list of courses proposed to achieve that objective.

A maximum of 15 graduate hours taken before acceptance into a degree program may be applied toward a graduate degree, if approved by the student's committee. Courses applied toward any graduate degree must fall within the time limit specified for the degree.

Every graduate student must meet with an academic advisor at least once each semester to discuss his/her program. For non-degree students with a declared major, the advisor must be from the appropriate academic unit. If no advisor has been assigned, the department head or designee is the advisor. For a non-degree student who has no declared major, the Dean of Graduate Studies, or designee, is the advisor.

A student must maintain a 3.0 grade-point average to continue enrollment in non-degree status (see Academic Standards).

Admission to non-degree status does not constitute admission to a degree program. The student who seeks to enter a degree program will be directed to the appropriate department.

An international student on a non-immigrant visa may not enroll in the non-degree status.

**PROPOSED STATEMENT APPROVED OCTOBER 17, 2002 WITH  
CONDITION REQUESTED BY EPC (as it would appear in the  
2003-2004 Graduate Catalog):**

NON-DEGREE ADMISSION

Applicants may apply for non-degree status who, for example:

1. need additional time to fulfill application requirements for a degree program.
2. do not wish to pursue a degree program.

Minimum requirements (see Admission Requirements) must be met for admission to non-degree status. Some departments do not permit non-degree students to register for graduate courses (see Majors and Degree Programs chart for information on restricted programs).

A major area must be declared if the intent is to seek an advanced degree. If no degree is desired, a major area need not be declared. Students anticipating long-term enrollment as non-degree students are advised to apply as undergraduate students in non-degree status. **Students holding a degree who are taking additional work as undergraduate non-degree students may be allowed to take 600-level courses for undergraduate credit with the approval of the instructor.**

Before accumulating 15 hours of coursework in graduate non-degree status, the student must apply and be admitted to a specific degree program (see Revision of Admission Classification for procedures).

A maximum of 15 graduate hours may be taken in graduate non-degree status. If admitted into a degree program, no more than 15 graduate hours may be applied toward a graduate degree, if approved by the student's committee. Courses applied toward any graduate degree must fall within the time limit specified for the degree.

Every graduate student must meet with an academic advisor at least once each semester to discuss his/her program. For non-degree students with a declared major, the advisor must be from the appropriate academic unit. If no advisor has been assigned, the department head or designee is the advisor. For a non-degree student who has no declared major, the Dean of Graduate Studies, or designee, is the advisor.

A student must maintain a 3.0 grade-point average to continue enrollment in non-degree status (see Academic Standards).

Admission to non-degree status does not constitute admission to a degree program. The student who seeks to enter a degree program will be directed to the appropriate department.

An international student on a non-immigrant visa may not enroll in the non-degree status.

PROPOSED EFFECTIVE DATE: Revised to FALL 2003

2. Policy on Repeating Courses.

The committee discussed the policy on graduate students repeating courses. Questions were raised about the purpose of the policy and the effectiveness of it. Other statements on reasons to change grades, which are found in the same paragraph, were also discussed. Questions were raised on the appropriateness of those statements in the *Graduate Catalog*, as opposed to policies found in *Hilltopics*. The committee called for a discussion by the Graduate Council on the following paragraph.

**CURRENT STATEMENT as it appears in the 2002-2003 Graduate Catalog, under the heading Grade-Point Average and Grades, page 19, first column:**

No graduate student may repeat a course for the purpose of raising a grade already received, with the exception of NC. A graduate student may not do additional work nor repeat an examination to raise a final grade. A change of grade may occur only in cases of arithmetic or clerical error. An instructor may not initiate a change of grade as a result of a reevaluation of the quality of the student's performance nor as a result of additional work performed by the student.

3. Statement on Dissemination of Final Copies of Electronic Theses and Dissertations.

The committee discussed a request from the Ad Hoc Committee on Electronic Theses and Dissertations concerning a change in the *Graduate Catalog* statement on the dissemination of final copies. To avoid being too specific about where electronic copies would be disseminated, the following change was recommended to the Graduate Council.

**CURRENT STATEMENT as it appears in the 2002-2003 Graduate Catalog, under Theses and Dissertations, page 20, third column:**

Electronic copies approved for final submission will be catalogued and placed on the ETD website (<http://etd.utk.edu>) approximately four weeks after the conferral of the graduate degree. At this time, the electronic copies will be in the public domain via the library catalog and the ETD website.

**PROPOSED STATEMENT as it would appear in the 2003-2004  
Graduate Catalog:**

Electronic copies approved for final submission will be catalogued and placed on the ETD website (<http://etd.utk.edu>) approximately four weeks after the conferral of the graduate degree. At this time, the electronic copies will be in the public domain.

The meeting adjourned at 4:40 p.m.

<p>NEXT MEETING OF THE ACADEMIC POLICY COMMITTEE: February 20, 2003, 3:30 p.m. in 4<sup>th</sup> Floor Conf. Room Andy Holt Tower</p>
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