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Academic Policy Committee Report - October 20, 2016

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**ACADEMIC POLICY COMMITTEE MEETING
THURSDAY, OCTOBER 20, 2016, 2:00 P.M.
111 STUDENT SERVICES BUILDING**

Present: Mehmet Aydeniz, Eric Boder, Julie Bonom, Maria Stehle (Chair), Phyllis Thompson (proxy for Shandra Forrest-Bank), Shalini Yerukala (Graduate Student Senate)

Other attendees: Mary Albrecht (Accreditation), Jens Gregor (Department of Electrical Engineering and Computer Science), Heather Hartman (SACSCOC), Marian Roman (Graduate Council Chair), Dixie Thompson (Dean of the Graduate School), Catherine Cox (Graduate Council Liaison)

The meeting was called to order by Maria Stehle, Chair, at 2:00 p.m.

CONTINUED DISCUSSION OF PREVIOUS BUSINESS:

- 1) Proposal to revise definition and catalog text for Graduate Certificates (from Mary Albrecht and Dixie Thompson)

With discussion and slight editing of text, the proposal to revise the definition and catalog text for the Graduate Certificates was finalized and ready for a vote.

VOTE: APC voted and unanimously approved the proposal to revise the definition and catalog text for the Graduate Certificates.

Proposal: *In the Graduate Catalog, remove current catalog text for Graduate Certificates and replace with the following:*

Graduate Certificate Program

Graduate certificate programs provide a means for the University of Tennessee, Knoxville to respond to emerging needs. Graduate certificate programs provide focused areas of studies for students 1) pursuing other academic programs at the Master or doctoral levels, 2) who have already earned a Master or doctorate, or 3) who are post-baccalaureate and enrolled solely in graduate certificate programs.

Graduate certificate programs are for-credit programs, based entirely on credit courses, and appear on the academic transcript. Graduate certificate programs are required to have student learning outcomes and an assessment plan reported annually through the University's adopted process.

Non-credit certificate programs may be established by any academic unit. The non-credit certificate is issued by the unit to those completing the program. These may be for professional development and continuing education of working professionals to maintain licensure. These may be offered online or non-traditional formats. They are not placed on an official university transcript. These are often offered through UT Conferences and Non-Credit Programs.

Administration of Graduate Certificate Programs

Graduate certificate programs require a minimum of 12 semester credit hours. Graduate certificate programs require the same curricular approval process as majors and minors. Only those that appear in the Graduate Catalog will be posted to the student's official transcript. Graduate certificate programs are comprised of approved graduate courses. For any graduate certificate

programs, the student must earn all semester credit hours from the University of Tennessee, Knoxville.

No more than nine semester credit hours earned toward completion of a single certificate may be applied toward a graduate degree.

Since graduate certificates are university credentials, a student must apply through Graduate Admissions to the graduate certificate program. Student must be admitted to the certificate program prior to completing six credit hours toward the certificate. Students must maintain a minimum 3.0 grade point average once in the program and complete the requirements of the certificate program as stated in the Graduate Catalog to be awarded the graduate certificate.

For those students who are concurrently enrolled in a Master or doctorate program, the graduate certificate will be awarded the same semester as the degree. Certificates will be awarded at the normal times when degrees are awarded.

For independent, stand-alone graduate certificates (those when a student is not concurrently enrolled in a Master or doctorate program), the certificate is awarded upon completion of required courses and submission of application for graduation.

The Office of the University Registrar will issue all graduate certificates.

Current catalog text:

A graduate certificate may be earned by successful completion of a series of specific courses. A candidate for a graduate certificate program must be a fully admitted graduate student who has satisfactorily completed (minimum 3.0 grade point average) the minimum requirements for a certificate as described in the Graduate Catalog. The minimum requirements for the certificate programs are listed under the academic department offering the certificate. A candidate must be a graduate student in good standing and comply with all other applicable policies. Graduate certificate programs require a minimum of 12 semester credit hours taken at the University of Tennessee, Knoxville. Use of credits to fulfill requirements for a graduate degree will be at the discretion of the academic department.

To receive the certificate, students must submit a Completion of Certificate Program Form endorsed by the academic department to the Graduate School. Only those certificate programs that are officially approved by the Graduate Council will be posted on student transcripts. To receive a graduate certificate, students must be admitted to a certificate program or a degree program (see Admission for Graduate Certificate Students).

Rationale for changes:

As a result of the federal audit of financial aid at the University of Tennessee, we must institute a more standardized and clear process for enrolling students in graduate certificate programs to be compliant. The proposed change is intended to clearly define the difference between for-credit/transcribed graduate certificate programs and non-credit/professional development certificate programs that may be offered by academic and non-academic units.

- 2) Proposal from last year: Jens Gregor proposed graduate students be allowed to retake courses for the purpose of receiving a passing grade.

Proposal withdrawn: After hearing the discussion and feedback at the September 29 Graduate Council Meeting, Dr. Gregor resolved that the unit has the capacity to direct and instruct students with the appropriate process to pass the required course. Dr. Gregor communicated he will also request the department clarify in the catalog the policy and requirements for their program.

3) Graduate Grader Policy (graduate students grading papers of other graduate students).

There was an open discussion of the policy at the September 29 Graduate Council Meeting. After discussion, it was recommended that APC review the policy again for clarity.

From the discussion at Graduate Council and the reading of the current text in the catalog, APC determined there is no convincing reason to change the language at this time. The college/unit can make the policy more restrictive, if necessary.

APC is satisfied and approves the language of the Graduate Teaching Assistants / Associates as listed in the current catalog. APC is making no recommendation to change the current language as shown below.

Types of Assistantships

III. Graduate Teaching Assistant

Graduate teaching assistants work under the direct supervision of regular faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities nor should they be given duties to support faculty research or those basically clerical in nature.

In consultation with the supervisor, the teaching assistant works to gain teaching skills and an increased understanding of the discipline.

IV. Graduate Teaching Associate

Graduate Teaching Associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit. Associates must have met the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 18-credit hour requirement.

NEW BUSINESS

There was no new business.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison