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# Academic Policy Committee Report - November 16, 2017

Graduate Council

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**MINUTES OF ACADEMIC POLICY COMMITTEE MEETING**  
**Thursday, November 16, 2017, 2:00 P.M.**  
**111 Student Services Building**

Committee members: Maria Stehle (Chair), Eric Boder, Julie Bonom, Lars Dzikus, Dave Bemis (proxy for Reza Seddighi), Jamie Greig (GSS Vice President).

Other attendees: Mary Albrecht, Mehmet Aydeniz, John Stier (CASNR), Dixie Thompson, and Catherine Cox

Maria Stehle called the meeting to order at 2:00 p.m.

**1. Proposal to APC: revise catalog text for Final Examination for Non-Thesis Students**

Comprehensive Examination for Non-Thesis Students

Academic units that have a non-thesis master's program option determine whether or not a comprehensive examination is required. The comprehensive examination is typically a measure of the student's ability to integrate material in the major and related fields. Academic units determine the appropriate venue for the comprehensive examination. The comprehensive examination should be scheduled through the academic unit at least two weeks prior to the examination. The results of the comprehensive exam (Pass/Fail form with original signatures) must be submitted to the Graduate School by the deadline date indicated on the graduate Student Deadlines Dates. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

Current catalog language for: Final Examination for Non-Thesis students:

*Final Examination for Non-Thesis Students*

Each non-thesis student must pass a final comprehensive written examination. A department may require an additional oral examination. The comprehensive examination is not merely a test over course work, but a measure of the student's ability to integrate material in the major and related fields. Except with prior approval from the Dean of the Graduate School, the comprehensive examination must be given in university-approved facilities. The comprehensive examination should be scheduled through the academic department at least two weeks prior to the examination. The results of the comprehensive examination (Pass/Fail form with original signatures) must be submitted to the Graduate School by the deadline date indicated on the Graduate Student Deadline Dates. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

**After edits and discussion, APC voted and unanimously approved the proposal to revise the non-thesis comprehensive examination language. The proposal is moving forward with recommendation for approval to the Graduate Council.**

**Important Note:** Every master's program with a non-thesis option will need to review their program requirements and determine whether they will require the comprehensive examination or not. The program requirements listed in the Graduate Catalog must indicate if the comprehensive examination is required. Every department that does not specifically indicate they require a comprehensive examination will not require one.

**2. Proposal: Revise policy to allow graduate students to repeat a course for the purpose of raising a grade.**

Current policy catalog language (text from under heading: Grades, Credit Hours, and Grade Point Average)

- No graduate student may repeat a course for the purpose of raising a grade already received.

**Revise current catalog text: to remove current policy and replace with the following:**

**Repeating Courses**

A graduate student may repeat up to two courses in which they earned a grade of D or F.

- Each course may only be repeated once.
- The original and repeat grades will be included in the calculation of the cumulative grade point average (GPA).
- Credit hours will only be counted once towards meeting degree/program requirements.

Programs may prohibit students from repeating courses.

Approval Process: Graduate students will submit petition to the Graduate School after receiving approval from the Director of Graduate Studies.

Rationale: Practices at many peer institutions allow graduate student to repeat a course with various restrictions at these institutions (handout). By allowing a student to have the option to repeat a course, allows the student to master the material and have their academic transcript reflect the original grade and the repeated course grade.

Discussion:

1. Is Banner set up to allow graduate students to repeat courses?
2. Does repeating a course affect the student's federal financial aid?
3. Should graduate students only be allowed to repeat the required program courses?
4. Maybe only certain specialized graduate courses should be approved to repeat. Not all units may approve to have their courses repeated.
5. Ask Vet Med and Law how this affects their policy and grades.

**After questions and discussion, APC is moving this proposal forward to Graduate Council as a discussion item to receive feedback. After discussion and feedback from Graduate Council, APC will review the proposal again.**

3. Maria Stehle: I will have an update next month on the bachelors/masters accelerated programs.
4. APC received a first draft of a document concerning guidelines for the credentialing process.

The meeting adjourned at 3:40.

Respectfully submitted,

Catherine Cox  
Graduate Council Liaison