

THE UNIVERSITY OF TENNESSEE

November 5, 2020

Members present: Broemmell, A. (Chair), Alshibli, K., Bamwine, P., Baxter, T., Boder, E., Bonom, J., Boyd, A. (Graduate Student Senate President), Dittmann, P., Dzikus, L., Edwards, L., Finotti, L., Fleming-May, R., Griffin, M., Guo, H., Hesari, S. (Graduate Student Senate Vice-President), Hewett, K., Hines, M., Jaekel, J., Kaplan, G., Kenna, J., King, L., Lane, I., Lang, M., Lim, J., Mannik, J., Meschke, L., Misawa, M., Mohsin, M., Moyer, D., Ohnesorg, S (Chair-Elect), Okafor, C., Preuss, N., Sachs, A., Thompson, P., Wang, H., Ward, M.

Ex-Officio members present: Anderson, D., Behn, B., Bradberry, S., Cantrell, S., Cheatham, M., Cihak, D., Cox, C., Gramling, J., Kilic, O., Kilpatrick, Y., Mercer, H., Moore, T., Murphy, A., Noble, C., Patterson, D. (Past Chair), Perry, R. (Registrar), Stier, J., Sullivan, M., Thompson, D.

1. **Call to Order and Welcome** (Amy Broemmell)

The Graduate Council Zoom meeting was called to order by Chair, Amy Broemmell on Thursday, November 5, 2020, at 3:00 p.m.

2. **Minutes of the Preceding Meeting**

The September 3, 2020, Graduate Council Minutes were approved electronically on September 23, 2020.

3. **Roslyn Perry, Office of the University Registrar**

Chair Broemmell recognized Roslyn Perry, Office of University Registrar. Roslyn joined UT as university registrar on August 1 and requested to attend today's meeting to introduce herself to the Graduate Council members.

- Perry communicated that the Registrar's Office serves all students – undergraduate, graduate, and professional students.
- Dr. Thompson and I met and had a good discussion about how our offices work together to help all students.

4. **Committees** (A. Broemmell)

We will now have our committee reports.

➤ **Academic Policy Committee (Eric Boder)**

We have two reports to bring forward. One as a discussion item and one for approval.

APC Report from the September 17 meeting: Attachment 1

- Admission policy concerning official transcripts was discussed. The current policy is that all transcripts must be submitted from each institution attended. Situations arise where some students find it difficult to attain an official transcript from every institution. In this situation, an exception to the policy can be requested to Yvonne Kilpatrick, Director of Graduate Admissions.

APC discussed if only an official transcript should be submitted from where the bachelor's or master's degrees was awarded or if it is best policy to have official transcripts submitted from each institution where course work was completed. The outcome of the meeting was to bring this as a discussion item to Graduate Council for input from council members.

- Currently, students can submit unofficial transcripts for the review process. If admitted, students then have one semester to submit the official transcripts.

- Haslam College of Business gave examples of where applicants have had difficulty in getting an official copy of their transcripts.
- Some departments/programs want to see all previous graduate work because the transfer work will not fully show all courses/grades taken but only the transfer work.
- Do we want to make a policy change where there is a more relaxed policy at the university level? But, then that might generate a cascading effect where departments need to make compensatory changes.
- For international students, many times their former institution may not provide the service or make it difficult to obtain and/or send official transcripts.
- What is the extent of these issues? Are these isolated cases for certain programs or is this a widespread issue?
- We must keep in mind of our SACS requirement. Evidence must be submitted to confirm that the applicant earned an undergraduate degree before they can be fully admitted to a graduate degree.

Boder thanked everyone for the discussion and comments. APC will discuss this again at their next meeting.

APC Report from the October 22 meeting: *Attachment 2*

- **Proposal:** Revise Leave of Absence Policy to remove sentence concerning financial hardship.
- Vote: APC voted and unanimously approved to remove the sentence about financial hardship from the policy. The proposal is moving forward with recommendation for approval to the Graduate Council.
- Please review the revised policy. Are there any questions?
A question was asked about the wording in the policy that states the LOA requests are reviewed and granted on a case-by-case basis.
 - APC will review that wording at a later meeting date.

With no further discussion. We will launch a poll and council members will vote to approve to remove the sentence referencing financial hardship from the LOA policy.

Graduate Council voted. Results: 34 voted yes, 0 voted no, and 4 voted to abstain.

➤ **Appeals Committee (Stefanie Ohnesorg)**

No appeals to report.

➤ **Curriculum Committee (Laurie Meschke): *Attachment 3***

The Curriculum Committee met via Zoom on October 15, 2020. The committee reviewed the Courses Not Taught in 4 or More Years Report. From that discussion:

- 32 courses were listed on the report.
 - 9 courses were dropped.
 - 23 courses were retained.

Items were approved as reported and are recommended to Graduate Council for approval.

We will launch a poll and council members will vote to approve the Curriculum Committee Report as presented.

Graduate Council voted. Results: 31 voted yes, 0 voted no, and 5 voted to abstain.

➤ **Student/Faculty Research Awards Committee (Dixie Thompson)**

SFRA Report for the fall 2020 submissions.

- 51 proposals were received and reviewed with a total amount requested of \$227,640.00.
- 12 proposals were funded for \$54,000.00.
- Students and faculty from four different colleges were funded. Funded proposals came from STEM disciplines and from various social science areas. There were no proposals from the arts or humanities.
- Deadline date to submit proposal for the spring 2021 Student/Faculty Research Awards is January 28, 2021.

5. New Business (Dixie Thompson)

I. Council of Graduate Schools – change to the April 15 resolution

You received an email with an attachment showing the current wording in the Graduate Catalog for “Accepting or Declining an Assistantship.” UT for many years participated, along with other schools, in the Council of Graduate Schools’ April 15 resolution. This is a nationwide agreement that no student should be forced to accept an offer of support prior to April 15.

The resolution has been modified slightly for the coming year. Students will no longer be required to receive a written release from a school should they change their mind about accepting an offer. Because of this change in the resolution, we need to update the wording in the Graduate Catalog.

Previously, students had to get a written release from the program/institution before they could accept an offer from a different institution. The Council of Graduate Schools agreed to no longer require that written release. The change and modification for the coming year will allow students to notify the department that they are not accepting the offer. Once the student notifies the department, they are free to accept another offer without getting a written release.

The new wording in the second paragraph is:

If a student accepts an offer of financial support, and subsequently desires to withdraw that acceptance, the student must inform the program of the decision to decline the offer. Students should not accept a second offer until this notification has been provided.

I am bringing this to Graduate Council to get consensus to notify the departments of this change and to revise the wording in the Graduate Catalog.

Broemmel asked for a motion and a second to accept this change in language. Upon motion duly made and seconded, a poll was launched to vote to approve the revised April 15 resolution wording.

Graduate Council voted. Results: 31 voted yes, 0 voted no, and 4 voted to abstain.

II. Academic and financial complexities.

When COVID-19 hit last March and we had to quickly shift to all online instruction, some temporary emergency changes to policies were needed to support our students.

Those emergency measures applied only to spring 2020. There are no plans at present to change policies for graduate and professional students for fall 2020. There have not been, to my knowledge, any efforts from graduate/professional students to have policy changes for fall. But, on the undergraduate level, there are changes being proposed.

The Undergraduate Academic Policy Committee has approved policy changes and will go forward to the Undergraduate Graduate Council and then on to Faculty Senate for approval.

The undergraduate temporary policy changes under consideration for fall 2020 and spring 2021 are:

- a. Late Grading Mode Change Request.
- b. Extend withdrawal deadline and policy for single course withdrawal.
- c. Retroactive Individual Course Withdrawal Appeal.

For the undergraduate students to be considered for the above approvals, they must show and prove that COVID-19 severely affected their academic success. This policy is designed only for those students who meet one or more of the conditions listed (Federal Financial Aid Extenuating Circumstances due to COVID-19). This policy is not intended to be a blanket approval for all students enrolled during the fall 2020 and spring 2021 semesters.

Any questions or concerns?

- We should show flexibility to our graduate students.
- D. Patterson: our program has 18 students. The only issue they had was to renegotiate the final assignments. They are stressed, but have no major issues.
- E. Boder: our program is small too. We have a lot of one-on-one action with students. I think writing things like this down, adding policy statements, might give less flexibility. Because now we can certainly work with our students as individual faculty and as a department very easily.

D. Thompson: I would like to hear from our GSS representatives what they have heard from the students.

- Mr. Shahram Hesari (GSS Vice-President) – graduate students do not seem to have the issues as the undergraduates are experiencing. For most graduate students the concern is about balancing their online classes and teaching.
- Mr. Austin Boyd (GSS President) – graduate students may be experiencing a lesser drive to excel this semester.

D. Thompson: I can send out an email to remind graduate students that November 10 is the deadline to withdraw from classes and encourage students to be proactive in finding solutions.

Results of discussion. A. Broemmel: from our discussion, it appears:

- The temporary policy changes for undergraduate students will not benefit graduate students.
- Working one-on-one with graduate students to resolve issues is best action.
- Offering the option of an Incomplete grade if the student is struggling.
- For Dr. Thompson to send email to remind students of the withdrawal deadline.

6. Administrative Reports and Announcements:

Deans Update: (Dixie Thompson)

- The Graduate School staff are working daily helping those students who have applied to graduate for fall 2020.
- The Graduate Admissions Office are working with departments to admit students for fall 2021.
- The Chancellor's Office and the Office of Communications and Marketing are coordinating all the graduation ceremonies for fall 2020. Unfortunately, we cannot have our Graduate Hooding Ceremony.
- I encourage all who can, in small socially distanced spaces, to have a meaningful ceremony for their students.
- I am gathering data from departments on students who are experiencing delays in their graduation due to COVID-19. Those responses are due to me by November 13. My goal is to have a report to the Provost by the first of December.
- I sent out a survey because it was important for me to know how our graduate and professional students were doing this fall with the unusual circumstances we are experiencing. The survey had three major purposes: 1) to get a general indication of how well students are handling stress this semester; 2) to get an idea of their biggest sources of stress; 3) provide an opportunity for students to share whatever they wanted to share about their experiences this fall. From the survey I sent, 760 completed the survey, about 12 percent of the graduate/professional student body. Survey results:
 - I. Which of these statements best describes how you are handling the stresses of this semester:
 - 1) I'm doing fine; 2) I'm managing, but it's stressful; 3) I'm struggling.
 Results: I'm fine = 21 percent. I'm managing = 61 percent. I'm struggling = 18 percent.
 - II. Rank in order the issues causing you the most difficulty this semester. The top 3 stressors were:
 - 1) Inability to interact with professors and/or peers with 55.9 percent; 2) feelings of social isolation with 52.5 percent; 3) family and/or personal issues with 49.4 percent.
 - III. What would you like the university administration to know about the challenges you are facing this semester? There was a wide-range of responses. Some of those are:

- Many expressed thanks for flexibility and modifications we made to support our students.
- Some expressed anger for having to be on campus.
- Juggling multiple responsibilities exacerbated by COVID-19.
- Online learning (and teaching for GTAs).
- I was especially impressed about how vulnerable some of our students were to share their struggles and feelings. I would like to share some of those with you.
 - i. For those of us non-traditional students, we have issues at home. For example, a staff member at my children's day care tested positive for COVID. So, now, I am working to complete my dissertation with two kids at home due to quarantine. The dissertation process is isolating enough so I do not even have the interaction with classmates. It is very isolating. Additionally, as a graduating PhD student, I am struggling with finding jobs during the quarantine. Many universities are having a hiring pause or freeze and it is unsettling not to know what will be next for my family and me after I have worked so hard to earn this degree.
 - ii. It is hard to get things done when you are having to be a stay at home parent, teach a brand new course, teach online for the first time, meet research expectations, and take graduate courses. I am saving money by being able to stay home. However, this is the worse semester ever. I feel like I have one hand tied behind my back at all times. Yet, I am taking on more than ever.
 - iii. Academia is an isolating experience. Graduate school even more so. But, even beyond that, graduate school during COVID is extremely lonely and has all but zapped my confidence in my ability to complete my research.

Those are some powerful words. I ask myself, what can I do about this and what can we do about this? One thing we are trying to do in the Graduate School is to communicate to our students the resources they have on campus, opportunities for connection, and ways to show our care and support. We are working with social media to make sure our students hear from us regularly. In our professional development network, we are trying to partner continually with those in the Counseling Center and the Center for Health, Education and Wellness.

I want to thank you and all the faculty for the many great ways you are supporting our students. Let us continue to remind each other that our students need us. Moreover, during this time, need us with more depth and feeling than we typically need to provide.

Graduate Student Senate (Austin Boyd)

Our last meeting for the fall semester is November 12. We just got our website up and running. By tomorrow or early next week, we will upload the new plans for the travel awards for the fall 2020 semester and for the spring and summer 2021 semesters.

Graduate Council Chair (Amy Broemmel)

Thank you to all for your attendance today and your active participation.

With no further business, the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison

ATTACHMENT 1**REPORT OF THE ACADEMIC POLICY COMMITTEE MEETING****Thursday, September 17, 2020****3:30 – 5:00 p.m., Zoom Meeting**

Committee members present: Eric Boder (Chair), Patricia Bamwine, Julie Bonom, Austin Boyd (GSS President), Lars Dzikus, Luis Finotti, Melissa Hines, Greg Kaplan, Mohammed Mohsin.

Other attendees: Sara Bradberry, Amy Broemmel (Graduate Council Chair), Yvonne Kilpatrick, Dixie Thompson, and Catherine Cox (Graduate Council Liaison)

Eric Boder called the meeting to order at 3:30 p.m.

Agenda Items:**1. *Transcripts***

Proposal presented by Dean Dixie Thompson.

Currently, we require official transcripts from all institutions where credits were earned post-high school. The applicants can submit unofficial documents when they first apply. This gives the departments/units an opportunity to review and make an admission decision without waiting for official transcripts. If admitted without official transcripts, a hold is placed on the student's registration and they cannot register for a second semester until official transcripts are received. This is needed because one of our accreditation requirements is that for a person to be in a graduate program they must have earned a bachelor's degree. Unfortunately, not all applicants accurately report their past academic history, so official transcript are needed.

We accept unofficial transcripts and allow the application go forward for review in the beginning because:

1. The student may be completing their final year of earning their undergraduate degree at their undergraduate institution and therefore, would not yet have an official transcript showing degree confirmation.
2. Cost. We do not want to cause an unnecessary burden on the student on the front end, if they are not admissible in the program.

Our current process works just fine the majority of the time. The Haslam College of Business has asked that we look at this policy because sometimes applicants may have difficulty securing their official transcripts from a foreign institution or if the credits/degree were earned many years previous.

Currently, when this happens, the Graduate Admissions Office has a process in which departments can request an exception.

We absolutely must have official transcripts from the institution where students earned their bachelors and/or master's degree. The question is do we need an official transcript from an institution where a student took just a few hours?

Most institutions require official transcripts, as we do. Yvonne Kilpatrick looked at peer institutions and has a report for us.

Yvonne Kilpatrick, Director of Graduate Admissions

I created a chart that shows at the time of the application submitted, the policy for some of our comparative, aspirational, and trending institutions. See *Attachment 1 (Summary of Transcript Submission Scenarios)*.

Examples:

- Auburn (the most extreme) requires official transcript from all institutions attended (domestic and international).
- Clemson for domestic: requires copies of transcripts from each institution that will award a degree. For international: copies of transcript from each institution attended.

- Alabama: copies of transcripts from all institutions where 15/16 or greater hours earned (domestic and international).

At UTK, we currently require copies of each institution attended. See *Attachment 2 (UTK Graduate Admissions Policy)*

The *2012 Essential Guide to Graduate Admissions, Council of Graduate Schools* (in partnership with the National Association of Graduate Admission Professionals, NAAGAP), recommends that transcripts be submitted from all institutions where the applicant has attended. There has not been an updated addition of this Guide.

Questions:

1. What about when a student studies abroad, those courses are transferred back to their home institution and then appear on the degree granting institution. Do we really need official transcripts from that international school?

When a student transfers work from one institution to another, the institution that is receiving the official transcripts evaluates the work and will accept only what is within their policies: i.e., will not accept grades of D or F. So, there could be hidden concerns that would only appear on the official transcript. So, not all the work the student did may appear on the transcript that shows the transfer work.

2. For the Haslam College of Business, the question came about because students applying to the Physicians Executive MBA Program may have earned their medical degree years before. Returning to school years later, it may now be difficult for the applicant to obtain an official transcript. In some cases, the institution may have closed.

Sometimes there may even be political issues as to the difficulty of obtaining official transcripts, such as a war-torn country.

3. Do we really want to change the global policy when it works 99 percent of the time and when we have an exception policy in place for those few? The programs may then have to change their admissions requirements.

We want to see official transcripts from any work post bachelors.

Outcome: *We will bring this forward as a discussion item in Graduate Council and receive feedback to determine the level of interest.*

2. Policies and Procedures

Dean Dixie Thompson

I charged my team to look at our policies and procedures to see if we are creating barriers for students, particularly thinking of possible issues of systemic racism. This fall, Associate Dean Brothers and Assistant Dean Kilpatrick will begin training programs in holistic admissions practices. We hope to expand this to the entire campus next year.

An area we have made changes in recent years is with the Leave of Absence Policy. We loosened some of the parameters for the approval of LOA. One restriction that is in the LOA policy is for financial reasons. Is this wording in the policy something that we should reconsider? I will bring forward a proposal for you to consider that suggests that we remove that financial wording from the policy. Financial pressures are something that all our graduate students encounter. I imagine that our first generation students or our students who do not have families with significant financial resources may at times, struggle financially.

There was positive feedback with Dr. Thompson's suggestion.

Question:

In the spring when the COVID 19 pandemic hit, there had to be decisions made on the fly by the University and by the Graduate School. How we will determine if an issue needs to go through APC or when can the Graduate School make the decision?

D. Thompson: In the spring, when things were happening so quickly, the initial impetus came from what the Undergraduate Council was doing, i.e., calendar decisions, timelines and grades. I brought these issues to the Graduate Council and we had an emergency meeting to discuss the issues. I believe this is still the way to proceed

because we want to have faculty input in our decisions. At this time, nothing that I am aware is coming forward from Undergraduate Council. R.J. Hinde and I meet regularly for such discussions.

Dr. Boder thanked everyone for the discussion and feedback of these two items.

Meeting adjourned at 4:25.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison

Yvonne Kilpatrick's Presentation (Attachment 1)

Summary of Transcript Submission Scenarios-Comparative, Aspirational, Trending:

Time of Application Submission:

Description	Comparative or Aspirational	Trending
Official transcripts-all institutions attended-Domestic and International	Auburn	
Copies of transcripts from each institution that will award a degree-Domestic	Clemson Virginia Tech	University of Oregon
Copies of transcripts from each institution that will award a degree-International	Virginia Tech	
Copies of transcripts from each institution where degrees have/will be awarded degrees plus other transcripts may be required by programs		University of Cincinnati
Copies of transcripts from each institution where degrees have/will be awarded plus separate list of other institutions attended-Domestic and International		Rackham Graduate School- University of Michigan
Copies of transcripts from each institution attended-Domestic	Louisiana State University of Kentucky Purdue University of Georgia University of Florida	
Copies of transcripts from each institution attended-International	Clemson Louisiana State University of Kentucky Purdue University of Georgia University of Florida	
Copies of transcripts from all institutions where 15/16 or greater credit hours earned-Domestic	University of Alabama	Georgetown University
Copies of transcripts from all institutions where 15 or greater credit hours earned-International	University of Alabama	Georgetown University

Yvonne Kilpatrick's Presentation (Attachment 2)

**Graduate Admission Transcript Submission Graduate Catalog Policy
Information for APC Discussion, September 17 2020 Meeting****Charge from Dean Thompson:**

Review UT Knoxville Graduate School transcript submission policy and practices in light of needs of the UT graduate programs, accreditation or institutional policy considerations, as well as examining practices at other institutions. If deemed appropriate, develop a proposal to modify the existing catalog policy related to submission of transcripts at the time of application and at the time of admission. Submit proposal to Academic Policy Committee for consideration. Timeline is early Fall 2020.

Current Graduate Catalog Policy:

Application Steps for Admission https://catalog.utk.edu/content.php?catoid=30&navoid=3866#appli_steps_adm

To apply for admission, the following materials must be submitted to Graduate Admissions through the online application submission process:

One unofficial transcript from all colleges and universities attended submitted online at the time of application to the Graduate School. See [Graduate Admissions website](#) for more information. (bullet #3 in full text)

After admission is offered, the following must be provided:

Official transcripts and degree certificates (if separate from the transcript). See [Graduate Admissions website](#) for more information.

The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison.

Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts, including any degree certificates or degree confirmations, from all institutions previously attended.

Some Questions to Consider:

- (1) Should we continue to require applicants to submit transcripts from all institutions attended as: (1) copies uploaded at the time of application and (2) official transcripts submitted in approved format following admission?
- (2) If yes, to parts 1 and/or 2 in question 1, should we allow individual programs the discretion to waive transcript requirements that are not pertinent to their application review or to verification following admission?
- (3) Should we require all transcripts uploaded in order to be considered for admission and only official transcripts, where degrees have or will be earned, at the time of admission?
- (4) How or do programs review transcripts that are deemed unrelated to consideration for the program of study to which an applicant is applying, such as transcripts showing a minimal number of courses taken at a community college.
- (5) Are there implications to consider if the submission of transcripts from every institution attended is no longer required?

Best Practices in Submission of Transcripts When Applying and Following Admission to Graduate School**I. Resources we have relied upon:**

- (1) **National Professional Organizations Focused on Graduate School Practices and Advocacy**
An Essential Guide to Graduate Admissions, 2012, Council of Graduate Schools (in partnership with the National Association of Graduate Admission Professionals)-stated purpose to identify and discuss good practices for graduate admissions.

Required application material. Regardless of what standards are set by individual departments, all applications to graduate programs should include, at a minimum, the following elements:

Official transcripts of all previous academic work (with certified translations, for non-English transcripts) from which undergraduate grade-point averages can be computed.

Footnote: Some institutions accept unofficial transcripts or last 60 hours transcripts for screening or evaluation purposes. Students who are accepted must submit official transcripts at a later date. When unofficial review transcripts are submitted, if the student is accepted it should be a provisional (or tentative) acceptance, pending receipt within a specific timeframe of official copies of all transcripts.

(2) Practices at Comparative and Aspirational Institutions

Auburn University (Comparative)

One official transcript of all undergraduate and any graduate credits from each school previously attended. If an Auburn University transcript, the Graduate School will acquire the transcript for you. Official electronic transcripts from domestic institutions may be sent to graduatetranscripts@auburn.edu.

International applicants should provide an official original language transcript and final diploma/certificate(s) accompanied by a certified English translation of each document.

Clemson University (Comparative)

Domestic:

A copy of your unofficial transcripts from each institution you attended and that awarded or will be awarding you a degree(s) should be attached to and submitted with the online application for admission. You may also include documentation of any additional coursework which may be relevant to the graduate degree you wish to pursue at Clemson University. A minimum of a bachelor's degree from an approved institution whose scholastic rating is satisfactory to the University, or an equivalent degree from an institution outside the US. is required for all graduate students. Additional degree requirements will vary by program and degree. Final official transcripts are only required of those applicants who are offered admission.

University Graduate Admissions office in a sealed envelope. Title of the degree earned and the date awarded must be noted for the transcript to be considered final official. Official certificates or diplomas in sealed envelopes from the issuing institution should accompany any transcripts that do not note the degree earned and date awarded directly on the transcripts. Final official transcripts should be submitted before or during your first semester.

International:

A copy of your unofficial transcripts from each institution you have attended should be attached to and submitted with the online application for admission. A minimum of a bachelor's degree from an approved institution whose scholastic rating is satisfactory to the University, or an equivalent degree from an institution outside the US. is required for all graduate students. Additional degree requirements will vary by program and degree.

Official transcripts are only required of those applicants who are offered admission. If you are admitted, your final official transcripts must be sent directly from the issuing institution to the Clemson University Graduate Admissions office in a sealed envelope. Title of the degree earned and the date awarded must be noted for the transcript to be considered final official. Official certificates or diplomas in sealed envelopes from the issuing institution should accompany any transcripts that do not note the degree earned and date awarded directly on the transcripts. Graduate Admissions will not accept faxed copies of transcripts as official. A transcript in an envelope that has been opened is no longer considered official.

Louisiana State University (Comparative)

*Applicants **must** submit an official transcript (in a sealed envelope) from each college and/or university attended to the Office of Graduate Admissions. Acceptable electronic transcript exchange systems are SPEEDE Server, E-Script, National Student Clearinghouse, and Parchment.*

Transfer credit posted on the records of other institutions is not accepted in lieu of transcripts from the original institutions. Official transcripts for these credits must also be submitted. Military applicants are required to submit an official copy of their Joint Service Transcript (JST), if applicable.

Unofficial transcripts may be uploaded for review; however if you are admitted and intend to enroll, you must provide an official transcript within 30 days after the first day of class. An applicant's admission decision may be revoked if a review of official transcripts does not meet academic requirements.

University of Alabama (Comparative)

You must upload an **unofficial transcript** for each higher learning institution (including community colleges) at which you earned at least 15 credit hours of coursework.

Official transcripts will be requested after admission.

University of Kentucky (Comparative)

You will be asked to upload copies of transcripts from all higher education institutions attended and, in the case of domestic students, to self-report cumulative GPA's for each institution. For degree-seeking students, the Graduate School requires an overall undergraduate grade point average of at least 2.75 and 3.00 on all graduate work; individual programs may have higher requirements. Students who wish to calculate their GPAs for self-reporting may wish to use <https://www.scholaro.com/>. If you are offered admission and decide to enroll, you will then be required to submit official transcripts to the Graduate School.

Virginia Tech (Comparative)

While completing your online application and prior to submitting it, you will be required to upload one copy of your scanned official transcript from each institution from which you have earned or will earn an undergraduate or graduate degree. Do not send transcripts for community college attendance or from any institution where you enrolled in classes but did not earn a degree.

Please do not mail your official transcripts to us until you have received an offer of admission from Virginia Tech (see below).

If you are offered admission, you will be required to provide an official copy of your transcript(s) upon the awarding of your degree and its posting to your transcript prior to your enrollment at Virginia Tech.

Purdue University (Aspirational)

You must upload to the [online application](#) transcript(s) and/or academic document(s) for every institution of higher education you attended regardless of whether or not a degree was received. If a degree was received then it must be printed on the transcripts. If no degree conferral is printed on the transcripts then a copy of the original diploma (degree certificate) is needed. If the documents are not in English, you must upload an English translation certified by the college or university that issued it.

You must provide official transcripts and/or academic records at the request of the graduate program or if you are admitted and choose to enroll. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Official documents should be submitted to:

Office of Graduate Admissions
Purdue University Graduate School
155 South Grant Street, YONG 170
West Lafayette, IN 47907

Transcripts and/or English translations must be mailed directly from a Registrar's office to the Office of Graduate Admissions. (You can choose to send the transcripts yourself, but the transcripts must be in an envelope sealed by the Registrar).

If you are admitted and choose to enroll at Purdue University, you must submit official transcripts before you can register for your second session.

University of Georgia (Aspirational)

Domestic: Applicants should submit unofficial transcripts from all institutions attended as part of the online application. Unofficial transcripts not submitted as part of the online application can be emailed to gradadm@uga.edu. Official transcripts are not required during the review process and will only be required for applicants who are offered admission. Do not mail official transcripts until offered admission.

If offered admission, the Graduate School prefers electronic delivery of your transcripts from your institution via secure services such as Scrip-Safe, AVOW, Docufiled and National Clearinghouse. Electronic transcripts should be sent directly to gradadm@uga.edu. If electronic delivery is not available, applicants can submit one official transcript in a sealed envelope from each institution of higher education attended, except the University of Georgia. University of Georgia transcripts are on file.

Transfer credit posted on the records of other institutions, including the University of Georgia, is not accepted in lieu of transcripts from the original institutions. Official transcripts for these credits must be submitted. This also pertains to study abroad credit that is posted on records as transfer credit to other institutions.

International: Applicants should submit unofficial transcripts from all institutions attended as part of the online application. Unofficial transcripts not submitted as part of the online application can be emailed to gradadm@uga.edu. Official transcripts are not required during the review process and will only be required for applicants who are offered admission. Do not mail official transcripts until offered admission.

If offered admission, applicants must submit one official (certified) copy of academic records from each institution of higher education that the applicant has attended to the Graduate School. Official documents must bear an original certification of the appropriate school official or office. Photocopies of certified documents are not acceptable. Coursework completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required.

University of Florida (Aspirational)

For purpose of initial review, the Office of Admissions accepts unofficial transcripts. Applicants may upload unofficial transcripts within the academic background section of their application, or if not available at the time of application, through their application status page at a later date.

Applicants who receive an offer of admissions should arrange to have official transcripts sent to the UF Office of Admissions from each postsecondary institution attended. If you attended UF as your postsecondary institution, you do not have to order a transcript from the Office of the University Registrar.

All academic credentials become property of the university. They will not be returned to you or forwarded to a third party. For diplomas and academic credentials that are only issued once, please send an attested or certified copy of the original.

University of Minnesota (Aspirational)

- When applying for admission, upload **unofficial transcripts/academic records/credentials to your application**.
- Upload documents for all post-secondary (college/University) institutions you have attended.
- Please include all incomplete or partial academic records.

- International credentials must include both the original language document and an English translation. Include original language diplomas if a degree was conferred.
- The Graduate Admissions Office reserves the right to request official documents if needed for verification. **Do not** send official transcripts/academic records/credentials unless we request them.
- Please note: all credentials uploaded by an applicant to an application are considered unofficial. Transcripts are considered official if they are sent directly to our office from the issuing institution.

Official transcripts/credentials are required **after** you are admitted to a graduate program. At the time of admission, your application checklist will indicate the specific credentials that we require from you. **It is your responsibility to request official transcripts/credentials from the required institution(s).**

(3) **Submission Requirements Stated by Professional Evaluation and Credentialing Agencies Publishing Country-Specific Document Requirements**

(<https://www.edperspective.org/documentation-requirements.php>) to advise applicants or admitted students about the submission of official international transcripts. The requirements are published on the Graduate School website for countries from which the majority of applications are submitted.

II. Examples of Trending Practices in Submission of Transcripts When Applying and Following Admission to Graduate School:

University of Oregon

<https://gradschool.uoregon.edu/admissions/how-to-apply/domestic> -at time of application copies of all transcripts where degrees are awarded (bachelor's and subsequent). Following admission, official transcripts where degrees are awarded.

Virginia Tech

https://graduateschool.vt.edu/admissions/how-to-apply/submitting_transcripts.html at time of application copies of all transcripts where degrees are awarded (bachelor's and subsequent). Following admission, official transcripts where degrees are awarded.

University of Cincinnati

<https://grad.uc.edu/admissions/policy.html> in addition to above, states programs may require additional transcripts

Rackham Graduate School-University of Michigan

<https://rackham.umich.edu/admissions/applying/transcripts/> - list community colleges, other schools where attended in a separate section of the application

Georgetown University

<https://scs.georgetown.edu/admissions/how-to-apply/masters-degrees/> -all institutions where 16 or more hours are earned at time of application and official transcripts from all institutions where degrees have been earned if admitted (official must be received prior to the start of classes).

ATTACHMENT 2**REPORT OF THE ACADEMIC POLICY COMMITTEE MEETING**

Thursday, October 22, 2020

3:30 – 5:00 p.m., Zoom Meeting

Committee members present: Eric Boder (Chair), Patricia Bamwine, Julie Bonom, Austin Boyd (GSS President), Lars Dzikus, Luis Finotti, Greg Kaplan, Mohammed Mohsin.

Other attendees: Sara Bradberry, Amy Broemmel (Graduate Council Chair), Dixie Thompson, and Catherine Cox (Graduate Council Liaison)

Eric Boder called the meeting to order at 3:30 p.m.

Agenda Items:**3. Leave of Absence**

Proposal presented by Dean Dixie Thompson.

Proposal – To remove language related to financial hardship from the LOA policy. The proposal is to remove the one sentence that mentions financial hardship (see highlighted text in the current policy), and otherwise keep the policy intact.

Rationale – Many of the challenges that our students face can be complicated by financial hardship. Removing that language from our policy will give students more freedom to use this option when the need arises. Although there is no evidence to support this supposition, it is possible that our current policy unduly harms those students with limited financial means.

CURRENT POLICY:**Leave of Absence (LOA) and Reinstatement Following a LOA**

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a [Request for a Leave of Absence](#) (LOA) for a maximum of two years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student [Leave of Absence Requests](#) are reviewed and granted on a case-by-case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. ~~A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.~~

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the [Center for Global Engagement](#) (CGE) in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see Reinstatement policy below for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one semester or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their

eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies below on Consequences of Non-Enrollment without Leave of Absence and on Readmission).

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated (also see policy below on "Reinstatement").

PROPOSED POLICY (revised to show sentence removed from first paragraph)

Leave of Absence (LOA) and Reinstatement Following a LOA

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of two years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case-by-case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons.

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for Global Engagement (CGE) in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see Reinstatement policy below for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one semester or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies below on Consequences of Non-Enrollment without Leave of Absence and on Readmission).

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated (also see policy below on "Reinstatement").

Discussion: APC discussed the benefit of removing the sentence concerning financial hardship.

With no further discussion, Dr. Boder asked for a vote.

Vote: APC voted and unanimously approved the proposal to remove the financial hardship sentence from the LOA policy. We will move this proposal forward with recommendation for approval to the Graduate Council.

4. Graduation Deadline Dates

Eric Boder asked about the timing for the Second Deadline Dates for defending and submitting thesis/dissertations. It was conveyed the second deadline date allows students to submit to TRACE the day before the next semester starts to give students every opportunity to finish in the semester they are in. An exception for the defense date can always be requested. Students should work with Abby Sherman (Thesis/Dissertation Consultant) and the Graduation Specialists in the Graduate School to make sure they are track for a successful graduation.

Dr. Boder thanked everyone for the discussion and feedback of these two items.

With no further items of discussion, the meeting adjourned at 4:10.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison

ATTACHMENT 3**Graduate Curriculum Committee Meeting Report
Zoom Meeting
Thursday, October 15, 2020**

Members present: Laurie Meschke (Chair), Khalid Alshibli, Paul Dittmann, Lisa King, Nathan Preuss, Avigail Sachs, Martina Ward, Feng-Yuan Zhang, Shahram Hesari (GSS Vice-President)

Also in attendance: Sara Bradberry, Amy Broemmel (Graduate Council Chair), David Cihak (College of Education, Health, and Human Sciences), Heather Hartman (SACS Accreditation), Dixie Thompson (Dean of the Graduate School), Catherine Cox (Graduate Curriculum Coordinator)

Laurie Meschke called the Zoom meeting to order at 3:30 p.m.

As this was our first meeting of this academic year, Meschke asked each member to introduce themselves and share what department they are from.

The only item on our Agenda is the Courses Not Taught in Four or More Years Report.

There are 32 courses listed on the report. From the 32 courses listed:

- 8 courses: were marked to DROP (tan shading). **Curriculum Committee voted to drop those courses.**
- 13 courses: (green shading) listed on the report for the first time and justifications were given to retain the courses. **Curriculum Committee voted to retain those courses.**
- 8 courses: (yellow shading) listed on the report for two consecutive years and justifications were given to retain the courses. **Curriculum Committee voted to retain those courses.**
- 3 courses: (no shading) listed on the report for three or more consecutive years. Justification was given to retain.

However, because the three courses with no shading have appeared on the Report for 3 or more times, the Curriculum Committee will review and discuss each course.

- BME 631 (Primary Course): Course is listed in Spring 2021 Timetable with CRN. **Curriculum Committee voted to retain course as department shows intent on course being taught.**
- ME 631 (Secondary Course): Course is listed in Spring 2021 Timetable with CRN. **Curriculum Committee voted to retain course as department shows intent on course being taught.**
- MSE 516: Course is not listed in spring 2021 Timetable. As course was not listed in spring 2021 Timetable, **Curriculum Committee voted to DROP course.**

However, if the department shows intent on teaching course (builds a section in the spring 2021 Timetable OR if the department communicates course will be taught summer 2021 or fall 2021, then the Curriculum Committee will change vote to retain course MSE 516. Department will be notified of the outcome of course MSE 516.

10-15-20: Email sent to the Materials Science and Engineering Department to communicate discussion and outcome of course MSE 516 listed on the 4 or More Report. Email reported the Curriculum Committee voted to DROP MSE 516, with the understanding that if MSE shows intent on teaching 516 in the spring, summer or fall 2021, that Curriculum Committee would reverse their decision and retain course MSE 516.

10-19-20: **Email reply from MSE confirmed to DROP course MSE 516.**

With the above action from the Graduate Curriculum Committee, the report now stands as follows:

32 courses listed on the Courses Not Taught in 4 or More Years Report

- 9 courses marked to be dropped.
- 23 courses marked to be retained.

All items were approved as reported above and are recommended to Graduate Council for approval.

The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Catherine Cox
Graduate Curriculum Coordinator

Graduate Courses Not Taught in Four or More Years TO BE DROPPED FALL 2021

Note: *If courses are cross-listed and the primary course is dropped, the secondary course(s) will also be dropped.*

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
HERBERT COLLEGE OFAGRICULTURE							
Environmental and Soil Sciences (ESS)	524 Environmental Stormwater Management		X				
Forestry, Wildlife and Fisheries (FWF)	535 Environmental Impacts to Natural Ecosystems		X				
Wildlife and Fisheries Science (WFS)	545 Advanced Population Analysis			X	Will be taught this year or next depending on student interest. The course is typically taught every other year but was not taught last cycle due to government shutdown.		
COLLEGE OF ARTS AND SCIENCES							
Anthropology (ANTH)	586 Anthropological Genetics			X	Anticipate course to be taught again in Fall 2022 to accommodate the needs of a new graduate cohort of anthropological geneticists under the advisership of the course instructor, Dr. Cabana.	2019	Course is anticipated to be taught again within the next few years by Dr. Cabana. Please retain this course for 2020.
Ecology and Evolutionary Biology (EEB)	582 Mathematical Biology II	Secondary course. Primary course is: MATH 582 (MATH has 18 enrolled)		X	The course should be retained because it is cross-listed with Math 582, which many students in EEB have frequently and recently taken.		
French (FREN)	570 French and Francophone Literature and Culture I			X	French 570 has not been offered in more than 4 years due to lack of staffing. It will be taught during the 2021-22 academic year.		
Geography (GEOG)	510 Geographic Software Design			X	We just filled the faculty line in charge of instructing this class. We should be able to offer it every 2 years or so. We plan to offer it in Spring 2021.		

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
German (GERM)	553 Classicisms: Literature, Criticism, & the German Canon around 1800			X	This course is scheduled to be taught in spring 2021.	2019	Course is central to our graduate curriculum. The faculty member who teaches the course has had admin duties. We plan to offer the course again in the near future.
Mathematics (MATH)	522 Enumerative Combinatorics II			X	2nd semester of sequence used to satisfy PhD requirements. Sequence is on a 2-year rotation: 521 ran F2019, 521-522 will run in 2021-22.		
HASLAM COLLEGE OF BUSINESS							
Business Analytics (BZAN)	610 Probability and Stochastic Processes	Primary course. Secondary course is: STAT 610		X	We are redesigning our PhD program, which has not admitted a student in the last 2 years. The new design is planned for launch in fall 2021, when we plan to welcome an incoming class of new PhD students. My current plan is that this course will be offered in fall 2021, although I will probably be requesting some updates to the name and/or description of the course once our program redesign is finalized.		
COLLEGE OF COMMUNICATION AND INFORMATION							
Information Sciences (INSC)	548 Federal Libraries and Information Centers			X	SIS faculty voted to retain this course and refocus it on guest lectures rather than in-person visits to DC libraries. We place many graduates in federal libraries, so it is an important course to retain. The previous instructor of this course retired and a new instructor will be assigned AY2020-2022.	2019	SIS faculty will discuss the future of this course during this academic year. Course has not been offered in a number of years due to past low enrollment. Course will be re-evaluated in the context of new program pathways and foci.

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
Information Sciences (INSC)	575 Valuing Diversity: International and Intercultural Resources for Youth			X	IS faculty are reconfiguring the content of 575 and will submit a title & description revision later this fall. Revising course content will make it more responsive to student needs. If the revision request is approved, we plan to offer the course AY 2021-2022.		
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES							
Counselor Education (COUN)	566 Theories of Family Therapy			X	While we have not had the labor time to teach 566, we do have student demand for it. Therefore, I would like to keep it in hopes of creating the capacity to teach it in the near future.	2019	While we have not had the labor time to teach 566, we do have student demand for it. Therefore, I would like to keep it in hopes of creating the capacity to teach it in the near future.
Instructional Technology (IT)	575 The Internet: Implications for Teaching and Learning			X	We have two faculty positions unfilled in this subject area. Therefore, there is great uncertainty in program directions and the curriculum may shift as new faculty are hired. Thus, I would like us to keep this course for at least another year, until curricular adjustments settle out.	2019	We have two faculty positions unfilled in this subject area. Therefore, there is great uncertainty in program directions and the curriculum may shift as new faculty are hired. Thus, I would like us to keep this course for at least another year, until curricular adjustments settle out.
Kinesiology (KNS)	569 Clinical Exercise Physiology			X	We are currently undergoing a review of our graduate curriculum and have an academic program review scheduled in Spring 2021. Thus, I would like to keep this course for another year before making a decision to retain or drop it.		
Public Health (PUBH)	634 Physical Activity and Positive Health	Secondary course. Primary course is: KNS 635 (KNS has 15 enrolled)	X				
TICKLE COLLEGE OF ENGINEERING							
Aerospace Engineering (AE)	522 Aerodynamics of Compressible Fluids			X	Our AE faculty is currently considering restructuring this course to better meet the needs of our students. Please do not drop.		

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
Aerospace Engineering (AE)	681 Advanced Viscous Flow Theory			X	One of our Assistant Professors (Dr. Coder) will teach this class as a follow-on to one of his 500 level class. Please do not drop.		
Biomedical Engineering (BME)	631 Advanced Biomechanics II	Primary course Secondary course is: ME 631 Neither the primary nor the secondary have enrollment for spring 2021. Last year secondary had enrollment		X	The course is being offered for Spring 2021 and will be taught by Dr. Michael LaCour. We expect 5-6 enrollments. Sections in Sp 21 Timetable w/CRN 26448 Curriculum Committee voted to RETAIN course as course is listed in Timetable for Sp 21	2019 2018	Dr. Komistek normally teaches 631 every 3 years. The previous time he taught it, it was inadvertently offered as a Special Topics course. It will be offered in Spring 2021. Our faculty taught this course 2 years ago. However, due to some mistake it was offered as a Special Topics course instead. We continue to teach it regularly.
Chemical and Biomolecular Engineering (CBE)	631 Statistical Mechanics			X	Course was intended to be offered Fall 2020, but the instructor was not available. We have ~5-10 PhD students that need this material for their dissertation research at any given time, and we intend to offer 631 Fall 2021 and plan for a 2-3 year cycle thereafter.	2019	We have ~5-10 PhD students that need this material for their dissertation research at any given time. We will offer 631 Fall 20 and plan for a 2-3 year cycle thereafter.
Computer Science (COSC)	557 Visualization			X	This course will become an elective course for students interested in machine learning and data science. In the past, due to faculty shortage and enrollment, we were not able to offer it regularly. We have since rallied collaborators from ORNL and will advertise in the department to improve the enrollment.		
Electrical and Computer Engineering (ECE)	506 Real-time Digital Signal Processing			X	This course is an essential component of any ECE program, but we have not had sufficient instructors to offer it in recent years. With recent hires in this area, we intend to offer it in the next one or two years.	2019	This is an important course for EE and CPE students with concentration in real-time systems. The previous instructor has not been able to teach it due to other teaching commitments. Recent faculty hires in CPE and EE will allow us to offer the course again in the near future.

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
Environmental Engineering (ENVE)	562 Three Dimensional Climate Modeling			X	This course remains strategically important to support potential system-level partnership with NOAA. If we cannot identify an adjunct, we will teach it internally.	2019	This course is strategically important to support system-level partnership with NOAA. We are attempting to identify an adjunct to teach it in a forthcoming semester, aiming for Fall 2020.
Environmental Engineering (ENVE)	671 Advanced Concepts of Air Pollution Engineering			X	This course is strategically important to our air quality program in Environmental Engineering and potential system-level partnership with NOAA. Course offering cycle has been delayed by Dr. Fu's 2019 Faculty Development Leave.		
Mechanical Engineering (ME)	631 Advanced Biomechanics II	Secondary course Primary course is: BME 631 Neither the primary nor the secondary have enrollment for spring 2021. Last year primary had enrollment.		X	The course is being offered for Spring 2021 and will be taught by Dr. Michael LaCour. We expect 5-6 enrollments. Sections in Sp 21 Timetable w/CRN 27016 Curriculum Committee voted to RETAIN course as course is listed in Timetable for Sp 21	2019 2018 2017 2016	Dr. Komistek normally teaches this course every 3 years. The previous time he taught it, it was inadvertently offered as a Special Topics course. It will be offered in Spring 2021. Our faculty taught this course 2 years ago. However, due to some mistake it was offered as a Special Topics course instead. We continue to teach it regularly. This course is regularly taught but was inadvertently offered as a special topics course in the past two years. We would like to continue to teach it and keep it in the catalog. The BME version of the course is taught regularly and we would like to continue to cross-list the ME version for ME PhD students.

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
Mechanical Engineering (ME)	686 Human-Robot Systems			X	The course will be offered in Spring 2021 by Prof. Hamel.		
Materials Science and Engineering (MSE)	501 Introduction to Materials Research		X				
Materials Science and Engineering (MSE)	516 Fundamentals of Plastic Deformation		X	X	We have a new Governor's Chair (Easo George) and a new junior faculty (Eric Lass) and plan to fill a new position in structural materials, thus with new emphasis would like to keep this course. Additional hire is Orlando Rios, who may also have students interested in 516. Course is planned to be taught in Spring 2021. No sections were built in Timetable for Spring 2021. Curriculum Committee voted to DROP the course as it was not listed in Timetable for Sp. But, if Dept creates Sp section or if Dept communicates course will be offered Su or Fall then course may be retained. Department will be notified of decision. 10-15-21 Email sent to dept to communicate Curriculum Committee decision to drop course. 10-19-21, Email reply from department noted to DROP the course.	2019 2018	We have a new Governor's Chair (Easo George) and a new junior faculty (Eric Lass) and plan to fill a new position in structural materials, thus with new emphasis would like to keep this course. Course is planned to be taught in Spring 2020.
Materials Science and Engineering (MSE)	639 Polymer Engineering II		X				

ACADEMIC DISCIPLINE	COURSE NUMBER AND TITLE	CROSS-LISTED COURSE	DROP EFFECTIVE FALL 2021		IF NO, DO NOT DROP COURSE WAS CHECKED IN PREVIOUS COLUMN, GIVE JUSTIFICATION FOR RETAINING	ON PREVIOUS LISTS	PRIOR RATIONALE(S)
			YES	NO			
Materials Science and Engineering (MSE)	652 High Performance Fibers		X				
Nuclear Engineering (NE)	653 Theory of Information Processing		X				
INTERCOLLEGIATE							
Comparative and Experimental Medicine (CEM)	607 Diagnosis and Pathogenesis of Virus Diseases of Domestic Animals		X				

Shading significance:

TAN = courses department chose to DROP. Committee will note to DROP those courses.

GREEN = on the report for the first time and gave justification for retaining. Committee will vote to retain/keep courses.

YELLOW = on the report for a second time and gave justification for retaining. Committee will vote to retain courses.

NO SHADING: on the report 3 or more times, gave justification to retain. Committee will review separately to determine if rationale is justified or if Curriculum Committee should vote to DROP the course.

Originally on the report:

32 courses on the report
 8 courses marked to DROP
 24 courses marked to RETAIN

From the October 15 Curriculum Committee meeting, the Committee voted and approved to drop course MSE 516 (which was marked to retain), the report now shows the following:

32 courses on the report
 9 courses marked to DROP
 23 courses marked to RETAIN

NOTE: 400-level undergraduate courses (approved for graduate credit) listed on the Undergraduate Courses Not Taught in 4 or More Years List to be dropped will also be dropped from the Graduate Catalog.