THE UNIVERSITY OF TENNESSEE

March 28, 2019 Minutes

Members present: Aydeniz, M., (Chair), Patterson, D., (Chair-Elect), Abedi, R., Alcocer, R., Alshibli, K., Anderson, K., Boder, E., Bonom, J., Dzikus, L., Ekici, K., Fleming-May, R., Fouts, H., Herron, F., Lang, M., Latham, J., McConville, B., Meschke, L., Mohsin, M., Moir-McClean, T., Moyer, D., Okafor, C., Pellegrino, A., Stehle, M., Stephens, C., Sulyok, C. (GSS President), Wang, H.

Ex-Officio members present: Allard, S., Behn, B., Bradberry, S., Cantrell, S., Fairbrother, J., Kilpatrick, Y., Moore, T., Morrow, J. (Past Chair), Thompson, D., Cox, C.

Welcome and call to Order: Mehmet Aydeniz
The Graduate Council meeting was called to order by Chair, Mehmet Aydeniz on Thursday, March 28, 2019, at 3:00 p.m. in the Friesen Black Cultural Center, Multipurpose Room.

1. Minutes of the Preceding Meeting

The Graduate Council Minutes of the February 14, 2019 meeting were approved electronically on March 7, 2019.

2. Committee Reports:

Academic Policy Committee **(Maria Stehle, Chair)**

APC Report from the February 28, 2019 meeting **(Attachment 1**)

Two proposals are coming forward to Graduate Council for approval.

1. Proposal one: Revise *Embargo Policy*
2. Proposal two: Revise *Consequences of Non-Enrollment without Leave of Absence*

Both proposals were discussed in detail. **APC voted and unanimously approved both the above proposals and are recommended to Graduate Council for approval**.

Proposal one: Revise Embargo Policy

Please review the revised policy. Are there any questions concerning the revised Embargo Policy?

- There was a suggestion to edit the last sentence of the new policy. To insert the word "*former*" before the word "student" in the last sentence. See insertion below in red font.

REVISED WORDING FOR CATALOG: Thesis and Dissertation Embargo Option
Students with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions may request an embargo after the conferral of their degree to delay public release of the thesis or dissertation. The request must be approved by the student's major advisor and submitted to the thesis/dissertation consultant in the Graduate School no later than the thesis/dissertation-submission-deadline. Complete the Embargo Request section on the second page of the Thesis/Dissertation Approval Form. In the Embargo Request section, the student, in consultation with the major professor, chooses an embargo period of either one, three, or six years. The student must indicate the reason for the embargo, sign the form and obtain the major professor's signature on the "Advisor Signature" line. All requests must be approved by the Dean of the Graduate School. Under extraordinary circumstances, an embargo may be extended for one additional 12-month period. A former student wishing to

extend the embargo of the thesis or dissertation must submit an additional request at least two weeks before the end of the embargo period.

With the edit to add the word "*former*" to the revised Embargo Policy, Dr. Stehle asked for a vote.

Graduate Council voted and unanimously approved to revise the Embargo Policy.

Proposal two: Revise Consequences of Non-Enrollment without Leave of Absence

REVISED WORDING FOR CATALOG: Consequences of Non-Enrollment without Leave of Absence

Graduate students who do not maintain continuous enrollment as stipulated in the Continuous Enrollment policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment will not be allowed to continue in his her graduate program until readmitted. (See policy below on Readmission for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, and other milestones depending upon the program.

Students who have begun taking dissertation hours (course 600 Doctoral Research/Dissertation) must continually enroll in course 600 in spring, summer, and fall semesters (see Continuous Enrollment). If doctoral students taking dissertation hours do not enroll in at least 3 credit hours of course 600, the students will be retroactively enrolled in every semester of missed enrollment for 3 credit hours of course 600 Dissertation. Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment and/or graduation.

Please review the revised policy. Are there any questions? With no questions, Dr. Stehle asked for a vote.

Graduate Council voted and unanimously approved to revise the policy for Consequences of Non-Enrollment without Leave of Absence

Appeals Committee **(David Patterson)**

There were no appeals submitted to the Appeals Committee for review.

Curriculum Committee **(No report, as no curriculum proposals were received for the March meeting)**

3. Administrative Reports and Announcements:

Deans Update**:** (Dixie Thompson)

- Graduate Council Membership: this is the time of year where your colleges are selecting new members and proxies for Graduate Council. The names of those new members and proxies are due to Catherine Cox by April 15.

- Fellowships:
  - for the New Student Fellowships, offers have been made. Applicants have until April 15 to accept our offer. When offers are declined, we then look at other students to make the offer to.
  - Returning student fellowship nominations are under evaluation by the reviewers and those names will be announced in early April.
- I met Monday of this week with the Faculty Senate Budget and Planning Committee. It was a good meeting. I shared with them some of what we do in the Graduate School to support graduate and professional students. We brainstormed on struggles we face. We discussed opportunities to make changes and additional support mechanisms for our students. It was a positive meeting.
- Stipends: We hope to receive another million dollars for stipend increases next year. This has not yet been approved. But, we are hopeful.
- Graduate and Professional Student Appreciation Week begins Monday, April 1. There are many great events in the planning. Please support your students in your areas.
- 3MT Finals, is April 3, at 1:30 p.m., in the Student Union Ballroom. Please attend and support these excellent students.
- Graduate Hooding is Thursday, May 9, 7:30 p.m., at Thompson Boling Arena.
- Graduate Council Operations Manual: We continue to work on the Graduate Council's Operations Manual. It is our hope to complete it by the end of the semester.

***Graduate Student Senate*:** (Cara Sulyok)

- We are in the middle of elections for the new president and vice-president of GSS. Voting ends on Friday, April 5. The transition ceremony will take place on April 10, the final GSS meeting of the year. Please encourage your students to apply. Information is on the GSS website. This is my last official meeting as the GSS President. I hope the new president will be available for the next Graduate Council meeting.
- As Dr. Thompson mentioned, the Graduate and Professional Student Application Week begins next week. GSS is hosing three events.
  - Trivia Night, Monday, April 1 at Pelancho's Mexican Grill from 7:00 – 10:00 p.m.
  - BBQ in the Park (Circle Park), Wednesday, April 3, from 11:30 a.m. – 1:00 p.m.
  - GSS Awards Breakfast, Friday, April 5, from 8:00 a.m. – 9:30 a.m. at the Frieson Black Cultural Center. We encourage all to attend the breakfast. We ask you submit the RSVP which is under the Events tab on the GSS website. I am happy to report that we received many nominations.
- Tonight, I encourage you to go to Jimmy Johns on Cumberland for dinner. Jimmy Johns is supporting our Community Night by donating 10 percent of their net sales to the Smokey's Pantry 5K. The race will take place in the fall semester. The Jimmy Johns Community Event is tonight from 5:00 – 9:00 p.m.
- A question was asked if the GSS Travel Award Applications might could be submitted with an online approval system to make it easier for the students. Cara communicated that she plans to talk with the next Executive Board about the travel award applications. Dr. Thompson communicated that she would like to see an online approval process.

Graduate Council Chair (Mehmet Aydeniz)

- Nominating Committee: please consider submitting a name or your name to me or Jennifer Morrow to be considered for the next Chair-Elect. We will vote for the Vice-Chair at the next Graduate Council Meeting on April 25, 2019. If you have any questions, please send me an email.

With no further business, the meeting adjourned at 3:30 p.m.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison

ATTACHMENT 1

REPORT OF THE ACADEMIC POLICY COMMITTEE MEETING
Thursday, February 28, 2019
3:30 – 5:00 p.m., 111 Student Services Building

Committee members present: Maria Stehle (Chair); Chad Black, Eric Boder, Lars Dzikus, Freida Herron, Mohammed Mohsin, Reza Seddighi, and Cara Sulyok (GSS President). Committee member, Reza Abedi attended via Polycom phone.

Other attendees: Mary Albrecht, Sara Bradberry, Sarah Stone, Dixie Thompson, and Catherine Cox (Graduate Council Liaison)

Maria Stehle called the meeting to order at 3:30 p.m.

Agenda Items:

1. Proposal: Revise Embargo policy to:

a.) provide a six-year embargo option for students intending to publish their dissertations.
b.) eliminate the current stipulation that requires students to renew the embargo each year.
c.) establish policy for students who, in rare cases, may need to request additional time beyond six years.

UT currently allows students to embargo their thesis / dissertations for a maximum of three years. Students are required to provide a rationale justifying the embargo and requests are granted in one-year increments. Students are required to renew the embargo each year.

The proposal to revise the Embargo policy was discussed at the February 14 Graduate Council meeting with no negative feedback. We will discuss the policy today for final revisions and vote on the revised policy. Any questions or concerns?

APC discussion:
Sarah Stone, the thesis/dissertation consultant, was asked about how many extensions she receives a semester and what rationale is listed. Sarah reported that for the last couple of semesters the request for an extension is around 40. Of the 40, about one or two are from the sciences; but most are from humanities. Sarah communicated that the rationale to extend an embargo is usually for *seeking publication*.

There was a suggestion to have the policy on the Embargo Form. This may help to determine if the embargo is truly necessary. With the new policy, we will create a separate form for the Embargo Option.

The revised policy will allow students to choose a one, three, or six-year embargo option.

The current language for the Embargo policy is shown below.

Current catalog language for Thesis and Dissertation Embargo Option

Thesis and Dissertation Embargo Option
Students with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions may request a 12-month embargo after the conferral of their degree to delay public release of the thesis or dissertation. The request must be approved by the student's major advisor and submitted to the thesis/dissertation consultant in the Graduate School no later than the thesis/dissertation submission deadline. Complete the Embargo Request section on the second page of the Thesis/Dissertation Approval Form. In the Embargo Request section the student checks the statement "I would like my ETD [electronic thesis/dissertation] to be held from release for one year from the date my degree is conferred." The student must indicate the reason for the embargo, sign the form and obtain the major professor's signature

on the "Advisor Signature" line. All requests must be approved by the Dean of the Graduate School. Upon special request, this embargo may be extended for two additional 12-month periods. The maximum embargo period is 36 months following the conferral of the graduate degree. Those students wishing to embargo their ETDs for longer than 12 months must submit an additional request at least two weeks before the end of the embargo period.

Current catalog language showing edits:

Students with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions may request an ~~12-month~~ embargo after the conferral of their degree to delay public release of the thesis or dissertation. The request must be approved by the student's major advisor and submitted to the thesis/dissertation consultant in the Graduate School no later than the thesis/dissertation submission deadline. Complete the Embargo Request section on the second page of the Thesis/Dissertation Approval Form. In the Embargo Request section the student in consultation with the major professor, chooses an embargo period of either one, three, or six years ~~checks the statement "I would like my ETD [electronic thesis/dissertation] to be held from release for one year from the date my degree is conferred."~~ The student must indicate the reason for the embargo, sign the form and obtain the major professor's signature on the "Advisor Signature" line. All requests must be approved by the Dean of the Graduate School. ~~Upon special request~~, ~~this~~ Under extraordinary circumstances, an embargo may be extended for one ~~two~~ additional 12-month period~~s~~. ~~The maximum embargo period is 36 months following the conferral of the graduate degree~~. A ~~Those~~ student~~s~~ wishing to extend the embargo of ~~their ETDs~~ the thesis or dissertation ~~for longer than 12 months~~ must submit an additional request at least two weeks before the end of the embargo period.

REVISED WORDING FOR CATALOG (same as above with edits incorporated)

Students with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions may request an embargo after the conferral of their degree to delay public release of the thesis or dissertation. The request must be approved by the student's major advisor and submitted to the thesis/dissertation consultant in the Graduate School no later than the thesis/dissertation-submission-deadline. Complete the Embargo Request section on the second page of the Thesis/Dissertation Approval Form. In the Embargo Request section, the student, in consultation with the major professor, chooses an embargo period of either one, three, or six years. The student must indicate the reason for the embargo, sign the form and obtain the major professor's signature on the "Advisor Signature" line. All requests must be approved by the Dean of the Graduate School. Under extraordinary circumstances, an embargo may be extended for one additional 12-month period. A student wishing to extend the embargo of the thesis or dissertation must submit an additional request at least two weeks before the end of the embargo period.

VOTE: APC voted and unanimously approved the revised Embargo Policy. The proposal is moving forward with recommendation for approval to the Graduate Council.

2. Proposal: Revise Consequences of Non-Enrollment without Leave of Absence.

Proposal submitted by Dr. Dixie Thompson.

We want our students to make progress toward their degree. However, we also realize that circumstances happen to where a student needs to step away from being enrolled. Currently, students have to back register for the semesters they are not enrolled.

The revised policy will allow our graduate students to step away from being continuously enrolled (except for doctoral students that have begun registration of course 600) without the burden of back registration when they return. The revised policy will remove the burden of back registration.

Current catalog language for: Continuous Enrollment

All degree-seeking students are expected to make a full commitment to their graduate and/or professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. (Doctoral students registered for course 600 Dissertation have option of exemption under special circumstances of full-time internships not related to the dissertation. See section below Exemption from Continuous Enrollment of Course 600.

Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (course 600 Dissertation) must maintain a minimum of 3 credit hours per semester during all semesters, including the summer, in order to comply with the Continuous Enrollment requirement.

Special Note for International Students. The minimum enrollment for international students may be different, and international students always need to check with the Center for International Education (CIE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.

Current catalog language for: Consequences of Non-Enrollment without Leave of Absence

Graduate students who do not maintain continuous enrollment as stipulated in the Continuous Enrollment policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment ahead of time will not be allowed to continue in his her graduate program until readmitted. (See policy below on Readmission for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, and other milestones depending upon the program.

Upon approval for readmission to complete the interrupted degree program, students will be retroactively enrolled in every semester of missed enrollment for one graduate credit hour of course 502 Use of Facilities or for 3 credit hours of course 600 Dissertation (whichever is appropriate). Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

Revised language for: Consequences of Non-Enrollment without Leave of Absence

Graduate students who do not maintain continuous enrollment as stipulated in the Continuous Enrollment policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment ~~ahead of time~~ will not be allowed to continue in his her graduate program until readmitted. (See policy below on Readmission for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, and other milestones depending upon the program.

Students who have begun taking dissertation hours (course 600 Doctoral Research/Dissertation) must continually enroll in course 600 in spring, summer, and fall semesters (see Continuous Enrollment). If doctoral students taking dissertation hours do not enroll in at least 3 credit hours of course 600, the ~~Upon approval for readmission to complete the interrupted degree program,~~ students will be retroactively enrolled in every semester of missed enrollment ~~for one graduate credit hour of course 502 Use of Facilities or~~ for 3 credit hours of course 600 Dissertation ~~(whichever is appropriate)~~. Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges

will need to be paid before the Graduate School will approve the student for any future enrollment and/or graduation.

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VOTE: APC voted and unanimously approved the revised language for Consequences of Non-Enrollment without Leave of Absence. The proposal is moving forward with recommendation for approval to the Graduate Council.

Dr. Stehle thanked everyone for the suggestions, edits, and comments. Our next meeting is April 4, 2019.

Meeting adjourned at 4:40.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison