ACADEMIC POLICY COMMITTEE

APRIL 5, 2012, 2:15 PM – 3:30 PM

111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg (Chair), Ralph Brockett, Yanfei Gao, Christian Parigger, Kay Reed. Also present were Gayle Roberts and Greg Tipps from the Office of Graduate Admissions.

The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m. in 111 Student Services Building.

The committee discussed agenda items as follows:

1. Change of Program-Readmission Proposal.
   The proposal was approved by the committee to go forward with a recommendation for approval to the Graduate Council.

Proposed Catalog Text

Remove current catalog text for sections on Readmission and Change of Program. For reference see below.

Add the following catalog text (Revision of text from February 16, 2012 APC Report to reflect discussion at March 1, 2012 Graduate Council meeting):

Readmission

Graduate students at UTK with an interruption in enrollment must seek readmission. An interruption in enrollment is defined as follows:

- Completion of a graduate degree without graduate enrollment in semester following graduation,
- Interruption of enrollment for at least one semester (excluding summer) when last enrolled as a graduate student,
- Withdrawal from the university when last enrolled as a graduate student.

To seek readmission, students must submit a Readmission Application to the Office of Graduate Admissions. A non-refundable application fee in the amount of $30 will be assessed upon each submission of the Readmission Application.

- Domestic students must submit their applications at least two weeks prior to the first day of class in the desired term of entry.

- International students must note that all published deadline dates for new international graduate applications also apply for applications for readmission. (See Admission of International Students section in Graduate Catalog.)

Students who have attended another institution since their last graduate enrollment at the University of Tennessee, Knoxville, must also submit one official transcript from each institution showing all course work and any degrees earned at that institution.

Students will be notified about admission decisions by the Office of Graduate Admissions and will not be permitted to enroll until officially admitted by the Graduate School.

Change of Program

Graduate students at UTK with no interruption in enrollment must file a Change of Program Application if the change of program they are requesting fits one of the following scenarios:

1. A currently enrolled graduate student at the University of Tennessee, Knoxville is seeking a change of graduate major, concentration, or degree objective.
2. A currently enrolled graduate student at the University of Tennessee, Knoxville who requests moving from non-degree to degree seeking (or vice-versa)
3. A student requesting admission to another graduate program immediately following the completion of his or her current graduate degree program at the University of Tennessee, Knoxville, so that there will be no interruption of enrollment (summer excluded) between finishing one graduate program at UT and entering another.
4. A student who is currently enrolled in a doctoral program at the University of Tennessee, Knoxville, has decided to not complete the doctoral program but instead requests admission to a master's degree program within the same major and concentration if the following condition applies: The change of program is requested in such a way that there will be no interruption in enrollment (summer excluded) when moving from the doctoral program into the master's degree program.

Students who seek a Change of Program need to contact the department/program to which they seek admission in order to receive information about program-specific deadline dates, program-specific supplemental materials that are required from all applicants who seek admission to that program, etc., in order to ensure that they are in full compliance with the application guidelines of that program and thus can be considered for admission.

A Change of Program Application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of entry. Stricter deadline dates may apply to international students, and international students therefore must consult with an international student advisor in the Center for International Education prior to submitting a Change of Program in order to explore whether visa regulations that are specific to their status at UTK allow such a change of program, and in order to discuss in which way the desired change of program would affect their immigration status.

A non-refundable application fee in the amount of $30 will be assessed upon each submission of the Change of Program Application.

Request for Concurrent Master's Degree Program

Currently enrolled UTK doctoral students who plan to complete the master's degree while maintaining enrollment in the doctoral program must submit a Request for Concurrent Master's Degree form to the Graduate School's graduation office at least two weeks prior to the deadline for submission of the admission to candidacy for the master's degree. No fee will be assessed for submission of this form.

(End of approved text for Graduate Catalog)

2. Videoconferencing for Dissertation Defenses

Stefanie presented information from more than five universities about policies on dissertation defenses, especially regarding using videoconferencing options. Here are a list of points that she found were addressed in these policies:

- Default: all members must be present at defense.
- (Grad. School) approval needed for video-conferencing following a petition and/or clear policy on what is allowed and what is not
- How many can be of location // Who must be present at the place specified for the defense
- How many remote locations
- How to handle input and questions from absent member(s)
- How to conduct a vote on the diss. (pass/fail) with member(s) absent
- Equipment availability
- Who is in charge of making special arrangements
- Cost
- Loss of communication
- Location of student // proctor
- Add-ons: innovative, forward-looking .... (are there possible negative connotations, too?
- Not addressed in any of these: Security issues (sensitive material) while video-conferencing

Stefanie asked the members to review these points and to determine which ones they thought should be included in a document that UTK could use. In the next week, members should record their reactions to these points and begin to prepare for a continued discussion in the next academic year concerning this issue.

The meeting was adjourned at 3:30 p.m.