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## Academic Policy Committee Report - January 22, 2009

Graduate Council

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ACADEMIC POLICY COMMITTEE  
THURSDAY, JANUARY 22, 2009, 2:15 P.M. – 3:30 P.M.  
4<sup>th</sup> FLOOR CONFERENCE ROOM, ANDY HOLT TOWER  
REPORT

Present: Stefanie Ohnesorg (Chair), Basil Antar, Ralph Brockett, Bob Hatcher, Thomas Heffernan, Julie Lynch, Sandra McGuire, Kay Reed. Masood Parang and Robert Ford were also present representing the proposals from the College of Engineering.

The committee was called to order at 2:15 p.m. by Stefanie Ohnesorg, Chair. The following items were discussed.

1. Change in Policy Statement on Graduation Fee. A motion was made and seconded to recommend that the Graduate Council approve the following change in the statement on the Graduation Fee for graduate students. The motion carried.  
(Graduate Catalog, page 31)

***PROPOSED CHANGE in bold italics – TO:***

Graduation Fee  
Master’s Degree Candidates. . . . . \$30  
Doctoral Degree Candidates . . . . . \$75

***When a graduate student applies to graduate with a graduate degree, a one-time, non-refundable graduation fee is charged for each degree to be awarded.*** There are no additional charges for the diploma. Additional or duplicate diplomas may be ordered through the Office of the University Registrar, Graduation Office. Contact the Office of the University Registrar for the application and cost of ordering an additional or duplicate diploma.

**FROM:**

The graduation fee is non-refundable and is valid for two semesters after the semester in which it is paid.

**RATIONALE:**

In the current practice, if a student does not graduate, then the fee is refunded upon request and there is considerable administrative resources put into communicating with students and staff about paying the fee. The new procedure would basically charge the fee when a student applies to graduate, leave the charge on until the student pays it, and then not charge the fee again, eliminating the back and forth messages about putting the fee on, taking the fee off, three terms, etc.

2. Forms submitted with Dissertation.

The committee discussed the Graduate Catalog section on the Dissertation and dissemination of the document. The Graduate School has dropped the requirement for dissertations to be submitted to Proquest for digital distribution since dissertations are available widely through the University of Tennessee Library and through the National Digital Library of Theses and Dissertations. The funding required for submitting the documents to Proquest was identified as part of the budget cuts for the Graduate School. The committee asked for more information about the impact of this change on availability of dissertations to researchers outside the university. This process will be discussed again by the committee.

3. Exceptions to counting of credit in Five-Year BS/MS Degrees.

Following a motion and second, the committee approved exceptions for Industrial Engineering and Civil Engineering to the policy on double counting of credits for both the bachelor's degrees and Master's degrees as was approved for Mechanical Engineering in 2008. Up to nine hours of credit may be used to meet requirements for the bachelor's degree and for the master's degree in special cases where students are approved by the department. The condition is based on gpa and admission to the graduate program. This exception was approved by the Graduate Curriculum Committee (January 15, 2009), the Undergraduate Curriculum Committee, and the Undergraduate Academic Policy Committee.

4. Bylaws for Committee. <http://gradschool.utk.edu/GraduateCouncil/AcadPoli/APCBylaws.pdf>

Ohnesorg requested that the committee members review the bylaws and prepare to discuss the committee bylaws to make them consistent with the Graduate Council Bylaws. This discussion will be held at the February meeting.

5. Information and Updates.

Ohnesorg reported to the committee that the Faculty Senate had returned to the committee the recommendation for a change in policy on allowing graduate students to teach other graduate students.

The committee adjourned at 3:30 p.m.