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## Academic Policy Committee Report - February 28, 2019

Graduate Council

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**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 periods. The maximum embargo period is 36 months following the conferral of the graduate degree. A~~ **Those students 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.~~

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

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.

**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