



University of Tennessee, Knoxville
**TRACE: Tennessee Research and Creative
Exchange**

Academic Policy Committee Reports

Graduate Council

2-3-2022

Academic Policy Committee Report - February 3, 2022

Graduate Council

Follow this and additional works at: https://trace.tennessee.edu/utk_gcacadpol

Recommended Citation

Graduate Council, "Academic Policy Committee Report - February 3, 2022" (2022). *Academic Policy Committee Reports*.

https://trace.tennessee.edu/utk_gcacadpol/88

This Report is brought to you for free and open access by the Graduate Council at TRACE: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Academic Policy Committee Reports by an authorized administrator of TRACE: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.

REPORT OF THE ACADEMIC POLICY COMMITTEE MEETING

Thursday, February 3, 2022

3:30 – 5:00 p.m., Zoom Meeting

Committee members present: Lars Dzikus (Co-Chair), Melissa Hines (Co-Chair), Patricia Bamwine, Allyson Neal, Luis Finotti, Hunter Hamock (GSS President), Greg Kaplan, Siris Laursen, Mohammed Mohsin

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

Lars Dzikus called the Zoom meeting to order at 3:30 p.m.

Agenda Items:

1. *Composition of a Master's Committee – submitted by Dixie Thompson, Graduate School Dean*

As discussed previously, a coursework only program without comprehensive exams are asking to remove the requirement to have a 3-person master's committee.

Current Catalog Language

Master's Committee

A master's committee is composed of the major professor from the student's academic program and at least two other faculty members, all at the rank of assistant professor or above and should be formed as early as possible in a student's program, and must be formed by the time a student applies for admission to candidacy. If the student is pursuing a minor, the student in consultation with the major professor, should consider adding a committee member from the minor department.

The responsibility of this committee is to

- assist the student in planning a program of study and carrying out research or other scholarly work,
- serve as the review panel for thesis or project proposals,
- prepare a final comprehensive examination, and
- assure fulfillment of the program's degree requirements.

Recommended Graduate Catalog language – with catalog changes highlighted

A master's committee is composed of the major professor from the student's academic program and at least two other faculty members, all at the rank of assistant professor or above and should be formed as early as possible in a student's program, and must be formed by the time a student applies for admission to candidacy. If the student is pursuing a minor, the student in consultation with the major professor, should consider adding a committee member from the minor department.

The responsibility of this committee is to

- assist the student in planning a program of study and carrying out research or other scholarly work,
- serve as the review panel for thesis or project proposals,
- prepare a final comprehensive examination, and
- assure fulfillment of the program's degree requirements.

In coursework only (no comprehensive exams) master's programs, the department may designate a single faculty member to serve in lieu of the committee. The faculty member will be responsible for assisting the student with the Admission to Candidacy form which lists approved coursework for the degree.

Are there any questions about the composition of the master's committee proposal before we vote?

Do departments have to comply to this change, or can they choose to still prefer the 3-member committee?

As the proposed revised language states that departments "may designate a single faculty member" then this is an optional choice for the departments/programs.

With no further discussion or questions, I will launch the voting pole.

Vote: APC voted and unanimously approved the proposal to revise language for the formation of the coursework only (no comprehensive exams) master's committee. We will move this proposal forward with recommendation for approval to the Graduate Council.

2. Proficiency Exams – submitted by Dixie Thompson, Graduate School Dean

1. Currently only master's degree students can take advantage of the proficiency option. A request came forward to allow this for the specialist in education degree.
2. The current wording requires that student go to SSB 209 to get an application for this process. This is not practical for DE students. It is recommended that students contact the Graduate School to initiate the process so that they can be guided through the necessary steps.

Current catalog language:

Proficiency Examinations

A proficiency examination measures the level of knowledge a student has in a specific body of knowledge. By taking a proficiency examination, a student may earn course credits and apply them towards a **master's degree**. A maximum of one-fourth of the total credit hours in a master's degree program may be earned by this method, subject to approval by the student's graduate committee.

A proficiency examination may be given in academic courses offered for graduate credit. Applications for proficiency examinations are only available in the Office of the University Registrar, 209 Student Services Building. They are not available online.

- Students should check with the department offering the course on the availability of proficiency examinations and check with their advisor to determine if their own program allows coursework completed by proficiency examination to be applied towards the master's degree program of study.
- A student must be admitted to graduate study. Proficiency examination is not available to students in non-degree seeking status.
- The request for examination must be approved by the head of the department offering the course.
- The student applying for this privilege must present evidence to the department head that he/she has the knowledge and abilities expected of graduate students who have taken the same course.
- A per credit hour fee must be paid before each examination.
- Upon passing the examination with a minimum grade of B, the student will receive graduate credit.
- Proficiency examinations **may not be used** to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated.
- Proficiency examinations taken at other institutions are not transferable.

Recommended Graduate Catalog language – with catalog changes highlighted

Proficiency Examinations

A proficiency examination measures the level of knowledge a student has in a specific body of knowledge. By taking a proficiency examination, a student may earn course credits and apply them towards a **master's degree or specialist in education degree**. A maximum of one-fourth of the total

credit hours in a master's degree program may be earned by this method, subject to approval by the student's graduate committee.

A proficiency examination may be given in academic courses offered for graduate credit. **Students should contact the Graduate School (gradschool@utk.edu) to initiate this process.**

- Students should check with the department offering the course on the availability of proficiency examinations and check with their advisor to determine if their own program allows coursework completed by proficiency examination to be applied towards the master's degree program of study.
- A student must be admitted to graduate study. Proficiency examination is not available to students in non-degree seeking status.
- The request for examination must be approved by the head of the department offering the course.
- The student applying for this privilege must present evidence to the department head that he/she has the knowledge and abilities expected of graduate students who have taken the same course.
- A per credit hour fee must be paid before each examination.
- Upon passing the examination with a minimum grade of B, the student will receive graduate credit.
- Proficiency examinations **may not be used** to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated.
- Proficiency examinations taken at other institutions are not transferable.

Are there any questions about the Proficiency Exam proposal before we vote?

With no questions, I will launch the voting pole.

Vote: APC voted and unanimously approved to revise the language for the Proficiency Exam. We will move this proposal forward with recommendation for approval to the Graduate Council.

The next APC meeting is on March 3 and the next Graduate Council meeting is on February 17. Thank you for attending today's meeting.

Meeting adjourned at 3:50.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison