

# Graduate Council Minutes

Thursday 3:15 p.m., December 8, 2011  
Foundation Room

Members Present: Nesli Alp, Stephen Craven, Chris Cunningham, Tammy Garland, Mike Owens, Gene Schlereth, Joey Shaw, Joyce Smith, Randy Walker, Kathleen Wheatley, Shela Van Ness

Members Absent: Roger Briley, Monte Coulter, Beth Dodd, David Edwards, Diane Halstead, Linda Johnston, Virginia Magnus, Brendon McDermott, David Rausch, Valerie Rutledge, Chris Smith, Li Yang

Ex Officio Members Present: Shelby Thompson

Ex Officio Members Absent: Jerald Ainsworth, Theresa Liedtka

Guests: Elizabeth Bell, Linda Orth

## Summary

Gene Schlereth called the meeting to order at 3:15 p.m.

I. The November 10, 2011 minutes were approved with a minor spelling correction.

II. Standing Committee Reports:

Curriculum Committee – On behalf of the Curriculum Committee Stephen Craven presented the following proposals which Graduate Council approved unanimously.

11-0004G	ESC:Plant Ecology (ESC5XXX) as a New Graduate Course
11-0012G	CAS: English Modification of ENGL 5860
11-0013G	CAS:ENGL 5050 Critical Theory change name to ENGL5050 Theory and Criticism
11-0014G	ENCS: Computer Science: New Course CPSC 5460 Pattern Recognition
11-0015G	ENCS: Computer Science: New Course CPSC 5110 Mobile Computing
11-0017G	ENCS: Computer Science: New Course CPSC 5820 Legacy Computing Systems
11-0018G	ENCS: Computer Science: New Course CPSC 5130 Introduction to Cloud Computing
11-0024G	CAS: English Deactivation of Course ENGL 5870

Schlereth requested the Curriculum Committee include additional information to easily identify to the Council the proposals being presented.

Best Practices Committee – Randy Walker presented the “Grading of Thesis” process proposal (see Item I in addendum). Items of concern were:

- That a student under the proposed language could graduate without a successful defense.
- I and IP were not in the section and should be. It was suggested that under SP it should just say Standard letter grades (take out A or B) are not given for thesis or dissertation hours.
- The question of whether D represents a passing grade was discussed and decided that it is a passing grade, but not an acceptable grade and that should be clarified.

The proposal was returned to committee without a vote for additional clarification and revision.

Walker then presented the proposal for the revised GC manual (see Item II in the addendum). Recommendations made by the Council for each section are as follows:

- Mission Statement – No Changes
- Graduate School Administration – No Changes
- Graduate Council Purpose – Graduate Council autonomy with all programs and proposals being presented for approved to the UTC full Faculty and reporting directly to the Graduate School Dean then the Provost.
- Membership – 1) Makeup of the Council would be based on having one voting member per program and eliminating the member at large. Ainsworth would request approval of Dean’s Council. 2) State that if a member misses X number of meetings the Chair should inform the College Dean. 3) Election of half of the membership should be on alternate years. 4) Membership terms should start in the spring to allow for management of issues over the summer months.
- Quorum – Change “Upon a vote” to “Upon approval of the majority”
- Rules of Order – 1) Add in the first sentence of the second paragraph that materials for meetings will be given 72 hours in advance. 2) Add “major” to the second sentence in the third paragraph to read Any major” of business presented.
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Due to time constraints, Dr. Walker concluded by saying that the Committee would make the recommended changes and he requested the Council review additional sections of the manual for review in the January meeting.

Graduate Student Association – Shelbey Thompson said the Graduate Student Association was being restructured and they were accepting nominations for chair and vice-chair. She said that GSA members were working on several projects that included surveying graduate students, a GRE workshop in the spring and a marketing plan. She continued by

saying that she had attended the Board of Trustees meeting in Knoxville and had the opportunity to meet with UT's Haslam Scholars and to learn more about the program.

### III. Old Business

Marketing Ad hoc Task Force – Nesli Alp said the Committee was scheduled to meet at the conclusion of the Council meeting and she would report at the next meeting.

Graduate Faculty Appointment – No Report

### IV. New Business

- 1) It was announced that an unofficial copy of the Occupational Therapy Doctorate proposal was posted on the Graduate School website and the Blackboard. Due to the proposal's size and time sensitivity, this will allow members longer to review.
- 2) It was asked if "Stop Out" requests should be filtered through the Council; he had been asked for three this semester. It was noted that stop out requests in the recent past had been limited. It was determined that more discussion was needed.

Without further business the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Janice I. Uhles, CPS  
Administrative Assistant  
The Graduate School

## ADDENDUM

### Item 1

#### Located under Graduate School Regulations

- **Grading of Thesis:** NP grades for thesis hours will be recorded during semesters when, in the judgment of the thesis advisor, the student fails to demonstrate adequate progress on the thesis. SP grades will be recorded ~~for those semesters during which~~ when adequate progress occurs.

A final grade for the thesis course will not be recorded until the thesis has been successfully defended and accepted by the Graduate School. At that time, ~~up to six of~~ the most recent semester hour(s) ~~of previously SP graded~~ of thesis credit will be recorded as ~~AS~~ or ~~BNC~~ on the student's transcript and can be included on the program of study. All NP grades and SP grades for thesis in previous semesters ~~excess of the thesis hours required~~ will remain as NP and SP grades on the transcript. A maximum of 6 hours of SP/NP and S/NC graded thesis

credit but cannot be used as hours in the program of study. A student may not graduate with a NC in the final thesis credit hours. A student who receives an NC in the final thesis credit hours should consult with his/her major professor/thesis advisor for recourse or plan of action.

## Located under General University Regulations

### Graduate School Grades

Grades in The Graduate School have the following meaning:

A –is given for work distinctly superior quality and quantity accompanied by unusual evidence of enthusiasm, initiative, thoroughness and originality

B - is given for work showing the above qualities to a lesser extent

C - represents fulfillment of the minimum essentials of a course

D - represents a passing grade

F - indicates unqualified failure

S - is given for courses completed on a satisfactory/no credit basis. The hours are not computed in the grade point average. Satisfactory grades are limited to research, internships, practicums, and elective courses and must be designated as such by course and not by the individual student. No more than six hours of satisfactory credit may be applied toward a master's degree (excluding thesis credit); no more than six hours of satisfactory credit may be applied toward a specialist's degree; and no more than thirteen hours of satisfactory credit may be applied toward a doctoral degree. Graduate Council has approved an exception to this rule for the MSN: Nursing: Anesthesia program which requires 42 hours of practicum credit (NURS 5610, 5620, 5630, 5640, 5650, 5660, 5670, 5680), all of which is graded on a Satisfactory/No Credit basis and an exception for the Doctor of Physical Therapy which requires 22 credit hours of clinical education: PHYT 7133 (4 hours); PHYT 7231 (4 hours); PHYT 7232 (5 hours); PHYT 7332 (9 hours). The S grade is used for grading the final thesis credit hours.

NC - represents failure to complete the requirements in satisfactory/no credit courses. The attempted hours are not computed in the grade point average. The NC grade is limited to research, internships, practicums, and elective courses and must be designated as such by course and not by the individual student. The NC grade is used for grading the final thesis credit hours.

SP - is given for thesis or dissertation credits to indicate satisfactory progress. The hours are not computed in the grade point average. ~~Upon completion of the thesis, a letter grade may be assigned for a maximum of six hours, which may entail changing grades of some SP credits. No Standard~~ letter grades of A or B are not given for thesis or dissertation hours

NP - represents failure to make satisfactory progress when registered for thesis credit. These hours are not computed in the grade point average.

## Item II

# GRADUATE COUNCIL POLICIES AND PROCEDURES

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## **MISSION STATEMENT**

The mission of The Graduate School is to provide rigorous advanced instruction, applied research opportunities, financial support, and other support services for graduate students. The Graduate School upholds high program and academic standards in serving the needs of the region, state, and nation.

## **GRADUATE SCHOOL ADMINISTRATION**

The Dean of the Graduate School serves as the primary administrative officer for matters pertaining to graduate education, admissions, and oversees daily operations of all Graduate School functions. The Dean of the Graduate School is an ex officio member of Graduate Council and serves as the administrator advisor to the Graduate Student Association.

## **GRADUATE DEGREE PROGRAMS**

- Accountancy (M.Acc.)
- Athletic Training (M.S.)
- Business Administration (M.B.A., E.M.B.A.)
- Computational Engineering (Ph.D.)
- Computer Science (M.S.)
- Counseling (M.Ed.)
- Criminal Justice (M.S.C.J.)
- Education (Ed.S.)
- Education (M.Ed.)
- Engineering (M.S.)
- Engineering Management (M.S.)
- English (M.A.)
- Environmental Sciences (M.S.)
- Health and Human Performance (M.S.)
- Learning and Leadership (Ed.D.)
- Mathematics (M.S.)
- Music (M.M.)
- Nursing (M.S.N., D.N.P.)
- Physical Therapy (D.P.T.)
- Psychology (M.S.)
- Public Administration (M.P.A.)

## **GRADUATE COUNCIL**

### **Purpose**

The Graduate Council is responsible for providing and periodically revising basic educational philosophy for graduate programs, for ensuring the maintenance of high standards in the graduate programs offered and for proposing and recommending to the Faculty Senate new graduate programs. The Graduate Council reviews new courses to be offered for graduate credit as well as other changes

in the content of individual graduate programs. The Graduate Council is responsible for ensuring that general admission policies as established by the Board of Trustees and specific policies approved for individual graduate programs are maintained. The Graduate Council hears graduate students petitions and grade appeals and makes recommendations for resolution. The Graduate Council reports its curriculum and standards actions to the Dean of the Graduate School, who reports to the Provost, with recommendations for implementation or appropriate disposition.

### **Membership**

Each graduate degree program shall have one representative who is a voting member of Graduate Council.

Members of Graduate Council serve two-year terms and appointed by the respective program at the conclusion of the spring semester in odd-numbered years for a term of office beginning the following fall semester. Members may be reappointed with no term limit.

*Ex officio:* The dean of The Graduate School, the dean of the Lupton Library and the Graduate Student Association president.

Administrative support for Graduate Council is provided by the Graduate School.

## **LEADERSHIP**

### **Officers**

The elected officers of the Graduate Council will be a Chair and Vice-Chair position. The Vice-Chair (also designated as Chair-elect) will serve as the Chair of the Graduate Council following his/her year of service as the Vice-Chair. In the event that the Vice-Chair for a particular year cannot serve as Chair the subsequent year, the Vice-Chair elected during the spring elections will automatically assume the Chair position and election of a Vice-Chair will occur in a timely manner.

### **Election and Term of Services**

A Vice-Chair election will be held each spring, at an April meeting. Voting can be conduct by show of hands, voice vote or paper ballot, at the discretion of Graduate Council membership. All Graduate Council members will be eligible for election as the Vice-Chair. An *ad hoc* nominating committee will establish a ballot for the Vice-Chair election. Any Graduate Council member elected to serve as Vice-Chair must agree to serve a total of two years, i.e., one year as the Vice-Chair and a second year as Chair. Officers will assume their elected positions in May.

## **MEETING SCHEDULE**

Graduate Council meets the second and fourth Thursday of each month from mid-August through April. The meeting time is generally at 3:15 p.m. unless otherwise noted.

## **MEETING PROCEDURES**

### **Quorum**

Conducting official business of Graduate Council requires a minimum of 51% of the membership to be present at a meeting. Upon a vote of the majority membership, the Council may elect to conduct specified business through electronic processes, e.g., voting on curriculum proposal approval.

## **Rules of Order**

Meetings will be called to order by the Chair. Business will be conducted in an orderly manner and will follow in spirit Robert's Rules of Order.

An agenda shall be published and made available to all members in advance of any regularly scheduled meeting. Items to be discussed must be on the agenda or presented by a standing committee. Items not on the agenda and brought up in a meeting will be placed on the agenda for a following meeting or referred to a standing committee.

Items of business for approval and/or recommendation require two readings and votes by the Council. Any item of business presented to the Council by a standing committee will have had the first reading and vote in the standing committee, such that the presentation to and vote by the Council will constitute the second reading. The Council may vote to approve, reject, or table any item.

Items of business for approval and/or recommendation by an ad hoc committee will require two readings and votes by the Council. The ad hoc committee recommendation is not considered a first reading.

## **STANDING COMMITTEES**

### **Curriculum Committee**

The Curriculum Committee is responsible for reviewing all proposals for new programs and courses, modifications to programs and courses, and any deletions. The committee is composed of at least five Council members. The committee evaluates proposals for adherence to the Graduate Curriculum and Courses Proposal format, justification for a new or modifications to a program or course, and for post-baccalaureate rigor. The committee presents a recommendation to the full Graduate Council for action. Approved proposals are forwarded to the Dean of the Graduate School and then the Provost (or his/her designee) for final action. Instructions for submitting Graduate Curriculum and Course proposals are available in this manual and on the Graduate School web site.

### **Best Practices and Policy Committee**

The Best Practices and Policy Committee (BPPC) of the Graduate Council serves to evaluate current and proposed changes in Graduate School policy and practices, and brings suggestions and recommendations to Graduate Council for further deliberation and action. The committee is composed of at least five Council members. Request for study of existing policy and practice or recommendation for a new policy or practice can be initiated by members of Graduate Council, the Dean of the Graduate School, or from other faculty, staff and students of UTC. Suggestions and recommendations for changes in policy and practice must be brought to the Graduate Council through a Council member.

#### Composition of the BPPC:

The chair of the BPPC will be the chair-elect (vice-chair) of the Graduate Council.

Other representation from Graduate Council will be a representative from:

- a non-thesis graduate degree program,
- a thesis requiring graduate degree program,
- the Ph.D. or Ed.D. degree programs,

- a clinical doctorate, and
- the Graduate Student Association, usually the president.

Additional members may be added by Graduate Council as deemed necessary and appropriate.

The Dean of The Graduate School will serve in an *ex officio* manner.

### **Graduate Appeals Committee**

The Graduate Appeals Committee is chaired by the Chair of the Graduate Council and is composed of at least five additional Council members. In cases where the Chair of the Graduate Council or any sitting member of the Graduate Appeals Committee may have a conflict of interest when serving, the Vice-Chair of the Council will serve as the chair and the sitting member will recuse him/herself from serving.

Student petitions for readmission, late candidacy, extension of candidacy, course waiver/substitution, request to take excessive hours and requests for second extensions of IP grades will be heard at the program level. The Graduate Appeals Committee will hear appeals of decisions made at the program level. The recommendation of the Graduate Appeals Committee is forwarded to the Dean of the Graduate School for final action. All program decisions, whether being appealed or not will be forwarded to the Dean for final action.

In cases where the Graduate Appeals Committee will hear a grade appeal the following procedure must be followed. The committee will be composed of the Chair of the Graduate Council and at least three additional members of the committee. The Dean of the Graduate School serves in an *ex officio* capacity.

The Grade Appeal Committee hears presentations from the student and the faculty member who issued the grade. After both parties have had 15 minutes each to provide pertinent information and respond to questions, they are excused and the Grade Appeal Committee will make a determination. The committee may recommend that 1) the grade previously assigned be upheld; or 2) the faculty member be asked to change the grade; or 3) the grade of I be assigned until completion of specified requirements agreed upon by faculty and student. The determination of the Grade Appeal Committee is provided to the Dean of the Graduate School, who communicates the final decision to the student, the instructor, the instructor's department head, and the appropriate academic dean. Refer to the UTC Graduate Catalog for the specific appeal process.

### **AD HOC COMMITTEES AND TASK FORCES**

Ad hoc committees or task forces may be requested by the Council or the Dean of the Graduate School to evaluate, investigate, and/or develop recommendations regarding various matters that are not routinely dealt with by a standing committee. Ad hoc committees and task forces will have narrowly defined topics to address limiting the scope and timeframe of their activity. Ad hoc committee composition should, at a minimum, adequately represent the academic colleges and membership can be based on appointment or volunteering. In cases where a particular expertise is needed, a graduate faculty who is not a member of Graduate Council may be requested to serve.

### **OTHER REPORTING GROUPS**

## **Graduate Student Association**

The Graduate Student Association President is an *ex officio* member of Graduate Council and reports activities of the Graduate Student Association Advisory Council meetings, concerns of graduate students, and events being planned by the Graduate Student Association.

## **GRADUATE FACULTY APPOINTMENT PROCESS**

### **Membership in the Graduate Faculty**

In support of continuing high quality graduate education at The University of Tennessee at Chattanooga and in recognition of accreditation standards, the following policy for a Graduate Faculty has been adopted.

In terms consistent with the mission of the University, this policy defines a Graduate Faculty, describes the criteria for membership in the Graduate Faculty, and describes the process by which individual selection is made.

#### **Definition**

There are three general categories of membership in the Graduate Faculty at UTC: *Full*, *Associate*, and *Special*. Graduate Faculty may teach graduate courses and undertake other responsibilities, as described below.

##### **1. Full Membership**

Full members of the Graduate Faculty may teach graduate courses; direct theses, dissertations, and doctoral projects; and serve on thesis, dissertation, and doctoral project committees. They are eligible for election to the Graduate Council. Membership in this category is provided for individuals who are full-time tenured, tenure-track, or research or clinical faculty. Full membership is a five year appointment and a faculty may be reappointment by reapplying for membership.

##### **2. Associate Membership**

Associate members of the Graduate Faculty may teach graduate courses, serve on thesis and dissertation committees, and are eligible for election to the Graduate Council, but are not eligible to direct theses and dissertations. Membership in this category is provided for individuals who do not meet all the criteria for full membership but are full-time tenured, tenure-track or research or clinical faculty. Associate membership is a five year appointment and a faculty may be reappointment by reapplying for membership.

##### **3. Special Membership**

Special members may teach specific graduate courses or serve on specific thesis and dissertation committees. Special membership status of the Graduate Faculty may be granted to visiting or adjunct faculty of the University or individuals working in business, industry, or the government who have special academic expertise or professional experience and who demonstrate competence in a particular course of instruction or field of study but who otherwise do not meet all the criteria for associate or full membership. Individuals appointed

to special membership are not eligible for election to Graduate Council. Special membership is limited to a three year appointment and may be renewed if necessary.

## **Criteria for Membership**

The criteria for membership in the Graduate Faculty are designed to advance the specific programs of the University, and it is expected that participating graduate programs, the Graduate Council, and the Graduate School will periodically review the selection criteria.

### **1. Evidence of Appropriate Degree**

For full members of the Graduate Faculty in doctoral or master's programs: an earned doctorate or appropriate terminal degree in the teaching discipline or a related discipline. The degree should have been awarded by a regionally accredited institution or its international equivalent. Associate members of the Graduate Faculty and special members who will teach graduate courses must have a graduate degree.

### **2. Evidence of On-going Scholarly and Professional Work**

Graduate Faculty must have maintained active and recent scholarship in fields of expertise. While research and scholarly production may be defined differently in each discipline or academic competence, the following guidelines are relevant:

- a. The activity involves a studious inquiry or examination.
- b. The results of scholarship and other professional production are peer-reviewed, depending upon the mode of scholarly production. For example, in the performing arts, there may be a provision for formal, public, peer evaluation. In other disciplines there may be a provision for peer evaluation of products such as archival or published research, presentations before professional societies, licensure and certification, or significant consulting activity. Classified or "sensitive but unclassified" efforts will be evaluated on a case-by-case basis.

### **3. Documented Commitment to Graduate Education**

Evidence for commitment to graduate education may have been demonstrated at this University or at another institution by activities such as the following:

- teaching graduate classes
- conducting scholarly activity
- directing internships, projects, theses, and dissertations
- serving on committees for projects, theses, and dissertations
- serving on Graduate Council, if elected
- serving on Graduate Council committees, if designated
- advising graduate students
- serving as a graduate program coordinator
- developing graduate programs and courses
- participating in graduate recruitment activities
- developing research facilities

Demonstration of a commitment to graduate education by new members of the faculty in the first year of hiring may be determined in the employment or hiring interview.

## Processes of Designation, Continuation, and Appeal

*IMPORTANT: The following is the sequential order that must be followed for Graduate Faculty appointment as a full or associate member. Any application not using the prescribed application form and C.V. form will be returned. (See appointment to special membership for exception to this requirement.)*

### Designation

- a. Full and associate membership appointment process:
  - a. The faculty member will initiate the nomination/application process in his/her academic department / instructional unit with an application submitted to the department head. The application packet will include 1) the application form, 2) an abbreviated curriculum vita following the prescribed format and 3) documentation that the applicant meets SACS requirements to teach at the graduate level.
  - b. The department head will route the application packet through an approved departmental review and recommendation process. For example a departmental Rank, Tenure, and Reappointment Committee could serve this function. If a departmental committee is not available for review then a college level committee can serve this role. Departments must have written guidelines that conform to the Criteria for Membership. The departmental guidelines must be approved by a majority of the departmental graduate faculty and the academic dean of the college.
  - c. The recommendation of the departmental committee will be forwarded to the department head who, along with his/her recommendation, will submit under his/her signature the application packet to the dean of the college.
  - d. The recommendation of the academic dean, along with the application packet will be forwarded to the Dean of the Graduate School. The final decision to grant a Graduate Faculty appointment will reside with the Dean of the Graduate School, whose decision will be based on the relevant departmental and/or college guidelines and the information provided by the applicant.

**NOTE: In some cases—typically in an instance of trans-disciplinary research and teaching and in inter-disciplinary research and teaching where there may be no single departmental discipline to advocate the appointment—the Dean of the College or the Dean of the Graduate School may initiate the process. He or she will submit the case for approval by the graduate faculties of the program(s) concerned with the projected research and teaching, after which the normal process will be followed.**

In the case of interdisciplinary programs or college-based programs, as opposed to department-based graduate program structures, case-by-case modifications to the above appointment process steps may be made as appropriate and as approved by the relevant department faculty, department heads, college dean(s), and the Dean of the Graduate School.

- b. Special membership appointment process:

The applicant must provide a completed application form and an abbreviated curriculum vita or resume specifically addressing his/her expertise to the department head in the program where the appointment will reside. The department head must provide a letter of justification for the requested Special membership request, the application packet, and his/her recommendation to the academic dean of the college. All of these materials along with the recommendation of the dean shall be forwarded to the Dean of the Graduate School. The final decision to grant Special Graduate Faculty status will reside with the Dean of the Graduate School.

### **Process of Continuation**

Upon completion of a Graduate Faculty term, a faculty member's status will be reviewed for reappointment to the Graduate Faculty, in accordance with the relevant approved department and college guidelines.

- a. The process of continuation varies somewhat according to the three categories of membership.
  - a. For faculty holding Full Membership, credentials are reviewed at the time of initial appointment and every five years thereafter through a reapplication process.
  - b. Faculty holding Associate Membership, status is reviewed every five years for continuation as an associate member or for acceptance as a full member. At the request of an associate member, his or her status may be reviewed for acceptance as a full member at any time when a change in circumstances warrants such change in designation. This process requires a reapplication process.
  - c. For faculty holding Special Membership, appointments will be reviewed after three years and may be renewable at the request of the appointing department.

All re-appointments require department head and academic dean signatures.

### **Process of Appeal**

If a faculty member's application for membership in the Graduate Faculty is not approved in the normal process described above, or if it is approved for a category other than the one sought, a written appeal may be made to the next approval level in the process. For example if the department head does not approve a nomination, the applicant may appeal to the academic dean of the college. Applications that are not approved by the Dean of the Graduate School may appeal to the Provost and to the Chancellor.

## **PROCEDURES FOR SUBMITTING GRADUATE CURRICULUM AND COURSE PROPOSALS**

**These course proposal instructions and the appropriate forms can be located on the Graduate School webpage by choosing the Graduate Council link. On the right hand side of the Graduate Council page the instructions and form for Graduate Curriculum and Course proposal link is available.**

### **General Procedures**

Any addition, modification, or deactivation of a graduate course, degree or program offered through traditional semester format, shortened format (mini-semester) or distance learning must follow the approval process described in this document. The required cover sheet for addition, modification, or deletion of a course is on the Graduate School website under Course Proposal Form.

Note: Faculty proposing to modify a course should consult with the Registrar's Office before initiating the proposal as a means to determine if a full course proposal is required or the shorter modification version can be used. Consulting with the Registrar's Office prior to submitting a proposal will aid in expediting the proposal through the review and approval process.

#### A. Processing Order

Proposals are processed in the following order:

1. Registrar's Office (for technical review only)
2. Department/Unit Faculty (or Department/Unit Curriculum Committee)
3. Department Head
4. Dean of the Academic College
5. Other affected departments including distance education†
6. The Graduate School (on or before November 15<sup>th</sup>)‡
7. Graduate Council
8. Dean, The Graduate School
9. Associate Provost for Academic Affairs
10. Faculty Senate (as information only)

Proposals will be sent to the academic deans at this point as an informational item so they will be aware of the final disposition of a proposal.

The processing order must be followed exactly as noted above. Any deviation from the processing order may result in a delay in processing and approval.

†A course having a change in modality or delivery of information, i.e., face-to-face change to virtual / online will require review by the Director of Continuing Education (or designee) before proceeding through the routing sequence.

‡The Graduate School will move proposals through the process from this point forward and will track and monitor actions on proposals and keep departments apprised of the outcome. Proposals must be received by this day to be included in the subsequent year catalog.

#### B. Proposal Submission

The original copy of a proposal should be submitted by the originating faculty member(s) to his/her department, with the Administrative Approval Form (cover sheet). Personnel in department offices will forward proposals for technical review (Registrar's Office) and to the appropriate faculty group for consideration. After technical approval the proposal should be returned to the department office for action by the faculty (all departmental faculty or the departmental curriculum committee), the department head and for routing to the dean of the academic college for action. If a course has a distance education component or a change in delivery modality to virtual / online, review by the Director of Continuing Education (or designee) should occur before routing the proposal to the Graduate School. The dean of the academic college (or Director of Continuing Education) will forward proposals to the Graduate School. The Graduate Council Curriculum Committee will make a recommendation for a particular action (approve, not approve, or modify and resubmit) to the full Graduate Council. The

recommendation of the Graduate Council will then be acted upon by the Dean of the Graduate School and forwarded to the Associate Provost for Academic Affairs for action. The action of the Graduate Council will be communicated to Faculty Senate.

**C. Processing Time**

Curriculum and course proposals must pass through several time consuming steps to gain administrative approval; therefore, it is essential that an academic department/unit allow ample time for review at each level. A minimum of three months should be expected for review and approval of proposals after a proposal has been submitted at the college level (excluding the summer months). Proposals may be submitted anytime during the year; however, only those proposals submitted on or before November 15<sup>th</sup> to the Graduate Office (step #6 under A. *PROCESSING ORDER*) will be published in the subsequent year's graduate catalog.

**D. Prerequisites**

Prerequisites should be described clearly to avoid having students taking unnecessary or inappropriate courses.

**E. Distance Education**

Curriculum and course proposals with change in modality or delivery of information, i.e., face-to-face change to virtual / online, a distance education component or offered entirely by distance education must be reviewed by the Director of Continuing Education. The review process ensures compliance with SACS substantive change issues, that infrastructure is in place, and that necessary resources are available.

**Minutes were approved by Graduate Council on January 12, 2012.**