Actions

1. **Selection of Chair**
   This was deferred.

2. **Review Agenda Items for Academic Year**
   The Committee reviewed the list of policies to be reviewed over the next year.

3. **Priority Items:**
   a. **USF Regulations** (to view, refer to website: [http://www.grad.usf.edu/graduate-council-policy.asp](http://www.grad.usf.edu/graduate-council-policy.asp))
      APPROVED testing and final examination document (10-005) with the exception of recommending that the word “comprehensive” on the 4th line of page #2, be replaced by “final course.”

   b. **Proquest / Submission of Master’s Theses for archiving**
      APPROVED recommendation that all theses be submitted through ProQuest. Request was made to visit the notification of students about the various fees that will be required so that this can be more visible ahead of any submission time-lines (i.e. make fee structure clearer on the web or in literature that is sent out and posted)

   c. **Nursing Progression and Grievance Policies**
      APPROVED edited version of CON Progression Policy. Recommended that policy for UG and Grad students NOT be separated, as language about enrollment requirements is not exactly the same. Pasted catalog copy of grad enrollment requirements into bullet point #1. Committee was not clear where this policy would be posted (CON grad catalog copy?).

      DEFERRED discussion of the CON grievance document pending review by General Council and explanation as to the rational or the document and where is would be used. It was not clear to committee why this was being reviewed.

**Policies for Review:**

1. Major Professor and Committee Member Qualifications and Responsibilities
2. Concentration Definition – (research of FI Institutions (UF, FSU, UCF))
3. Course Levels
4. Enrollment requirements for Doctoral Candidates
5. Issue of Selected Topics
6. Define Dual Enrollment vs. Dual Degree vs. Joint Degrees
7. Issue of Number of Undergraduate Hours applied toward the Doctoral Degree
8. Accelerated Program Guidelines
I. INTRODUCTION (Purpose and Intent)
Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida (USF) requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and instructor. Although this policy primarily addresses examinations for undergraduate courses, graduate courses with final exams during the examination week should follow the schedule for exams that is provided with the course schedule for that academic term.

II. STATEMENT OF POLICY
Testing in General. In each academic course the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is the policy of the University of South Florida that all students facing an examination (of any type) shall have equal notice of said examination. USF The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.

Comprehensive Final Course Examinations. The last 7 days of the Fall and Spring semesters shall be set aside for final examinations and any comprehensive final examination of a comprehensive nature must be given during this designated period. If a segment examination is given in lieu of a comprehensive final examination is not given, the last segment examination in the course must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practicums, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. The period of two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations, that are scheduled according to the final exam schedule, or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The “appropriate instructor” in case of examination time conflicts shall be determined by the following ordered list of priorities:

1. If a student has an exam conflict between courses offered on different campuses or institutions within the USF system, the course on the student’s home campus has priority.
2. Common finals have priority over non-common finals. When two common finals conflict, the higher numbered course takes priority.

3. Apart from common finals priority, examinations for graduate level courses have priority over examinations for undergraduate level courses.

4. Apart from common finals priority and within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses.

5. If after applying items 1 through 4, there remains a conflict; priority shall be given to the course with the prefix closest to the beginning of the alphabet.

6. The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

The final examination schedule shall be published in the same manner and place as the schedule of classes.

Authorized and Signed by:
Ralph Wilcox, Provost and Sr. Vice President
Judy Genshaft, President
College of Nursing Standards of Progress Policy: Baccalaureate and Master’s Students

Students at the undergraduate and master’s level are required to follow their written program plan / enrollment schedule provided by their program director indicating continuous enrollment as two out of three semesters per academic year from admission through graduation.

Students with documented circumstances or verified hardship necessitating the student to NOT enroll for 2 semesters out of 3 each academic year, should develop a written program plan with the appropriate program director or advisor.

Students who do not follow their prescribed program plan may be dismissed from the College of Nursing.

Rationale

1. Current University policy on graduate enrollment states: All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. (be sure to check UG policy if this is to be used for both UG and Grad students). Current University policy allows students to register for only 1 of the 3 semesters each academic year, i.e. university definition of “continuous enrollment”.

2. The College of Nursing is a limited access college. Qualified applicants in each program are unable to be admitted due to limited resources. Students who take more than the specific number of semesters to complete their program of study utilize resources that may be used to admit additional students.

3. The College has developed program plans based on prerequisites and continuous enrollment. College curricula and specific courses build on competencies, knowledge, and skills achieved in previous semesters.

4. Competencies, especially clinical / psychomotor skills are considered highly perishable. Continuous reinforcement is important for optimal success in the programs.

5. The recommended policy recognizes extenuating circumstances and hardship cases as reasonable rationale for deviating from a prescribed program plan.

January 12, 2009

Reviewed by Graduate Council Policy Committee – 9/14/09
Reviewed by Graduate Council – 9/21/09
Recommendation – approve with noted revisions
Catalog year: 2010-2011