

**Graduate Council  
 Policy and Fellowship Committee Meeting**

*For the 2017-2018 Annual Report and inclusion in the 2018-2019 Graduate Catalog*

<b>Members</b>	<b>Liaisons and Guests</b>
Bahner, Ingrid - POLICY CHAIR	Ruth Bahr, OGS
Buck, Harleah	Carol Hines-Cobb, OGS
Cohen, Donna	Joe Butts, OGS
Guldiken, Rasim	Brandis Waiz, OGS
Schaum, Brittany	Mathdany Noel, OGS
Shaw, Lindsey Absent	
Seibel, Brad Absent	
Wecker, Lynn	
Wheeler, Pat Absent	
White, Ashley	
Xue, Bin	

**DECEMBER 4, 2017 - REPORT**

1. Welcome and Introductions – Dr. Bahner welcomed the new graduate student representatives and had introductions.
2. Public Comment on Agenda Items (3 minute limit) - there was no public comment
3. Discussion and review of policies – the following were discussed with actions as noted:

**Accelerated Programs**

Discussed the proposal to add language to allow a Bachelor’s to Professional Doctorate (but not a research doctorate) to the options for accelerated programs. Policy revised APPROVED. See below

**Graduate Council Operating Procedures**

Continued discussion regarding Chair’s requested revisions and made additional modifications to the Operating Procedures. Discussion regarding the Chair and the proposed two-year appointment versus the Vice-Chair assuming role of Chair the following year, for continuity. Determined to research other Institutions to see what other Grad Councils are doing. TABLED for research.

**Dissertation Defense**

Discussed the increase in request to use electronic platforms for the dissertation defense and whether the policy should allow remote defenses as a matter of course. Discussed having an official platform identified by IT for use when a defense is being done partially or fully online. The consensus was to only permit defenses via Skype, or other platform, in cases where an in-person defense just is not an option. Determined to research what other institutions are doing regarding a remote defense. TABLED for research.

**Application of Internal Credit –**

Discussed number transfer of credit and application of internal credit. The issue of concern is students transferring in hours from another institution, then taking courses as a non-degree seeking student at USF, and then transferring in all of that into the Major – often in the semester near or of graduation. TABLED for research

**RESEARCH ITEM: Major Professor/Committee Composition/External Chair –**

Reminded the committee to research this issue.

For Future Meetings

**Affiliate Graduate Faculty** - Length of Graduate Affiliate Faculty status; issue of junior faculty/Graduate faculty. Review credentialing process for committees.

**Instructor of Record** – should here be a set number of courses that an instructor can be instructor of record?

**Adding of Students to Canvas** – issue of instructors adding students to Canvas when student is not enrolled in the course

**Change of Major** - GPA requirements for a Change of Major (comes from the MSMS to Pharmacy change)

**C Grades**- issue of C's being ok with overall 3.00. Consider requiring B's in every class or limiting to no more than 2 C's in the major

**Course Repeatability** - Number of repeats for a course where the grade is C or less.

**Minimum Hours** - A minimum of thirty (30) hours is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level or above; the remaining hours must be at the 5000 level or above. This has been interpreted to apply to broadly when it appears to be an example for 30 credits.

**Academic Standing** – which will be based on our conversation with Registrar's office

**TA limits** – discuss setting limits for how long a TA can serve as a TA and the timing for when a student can be a TA

**Thesis Defense Guidelines** - develop guidelines

**Directed Research Hours** – discuss where these should be capped

**Dissertation Format** - Multi-Authored Pages for 3-article dissertation. Revise to add requirement for introduction and conclusion. Update format to include page for who wrote what sections. Discuss whether additional revision is needed in the policy.

**Curriculum policy/guidelines**: 1) Common core for majors under same CIP; 2) Concentrations (discussion for setting limit within a major and the common core courses); 3) Graduate Certificates (12-15 hrs)

**Graduate Certificate Policies** - update the Graduate Certificate policy section to sync with other policies.

*Research Assignments:*

AAU Institutions:

Rutgers University – Pat Wheeler  
SUNY Univ of Buffalo – Lynn Wecker  
SUNY Stony Brook – Rasim Guldiken  
Univ of Cal, Irvine – Donna Cohen  
University of Florida – TBA

Peer Institutions:

University of Central Florida – Lindsey Shaw  
NC State University – TBA  
Florida State University – Ingrid Bahner  
University of Cincinnati – Brittany Schaum  
University of Pittsburgh – Ashley White

*Revised Policy Language:*

## Accelerated Majors

Accelerated Majors allow highly qualified undergraduate students to complete a Bachelor's degree and a master's degree or a Bachelor's degree and a professional doctorate in a select few majors on an accelerated timeline. Accelerated Majors commonly offer a shorter duration to completion of both degrees. Students complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate student status, where the remaining graduate requirements are fulfilled. Students interested in pursuing an Accelerated ~~Major Program~~ must complete an Accelerated Major Application

**Note:** *Although students may be in an Accelerated Major, pursuing a Bachelor's and Master's Degree at the same time, they cannot be in two levels at once.*

Accelerated Majors:

- Require that degrees are conferred sequentially
- Have an approved Program of Study, including a plan for academic advising and notation for financial aid impact
- May share up to twelve (12) hours of structured graduate credit between the graduate and undergraduate degree or between the graduate degree and the Honors College Curriculum Requirements tied to the undergraduate major. Refer to the specific major for total hours approved to be shared.
- Require approval from the Undergraduate Council, Graduate Council, and if applicable, SACSCOC. It is preferred that the total combined credits be at least 150 credits (120 bachelor's and 30 master's) after the shared coursework is counted. Accelerated Majors with less than 150 total combined credits may be considered for approval but require submission to SACSCOC as a Substantive Change to the Major.
- Require a 3.33 GPA overall and a 3.50 GPA in the undergraduate Major
- Require that the admission requirements for the graduate major be noted in the Accelerated Major requirements.
- Require a minimum of 15 hours in the undergraduate major to be completed before a student may apply for consideration for the Accelerated Major
- Require a "B" (3.00) in each graduate course taken as part of the shared credits applied to both undergraduate and graduate majors. Consequences for not obtaining a "B" will be noted in the specific Accelerated Major requirements

### APPLICATION AND PROGRESSION

**Application** - Students may be considered for an Accelerated Major following completion of a minimum of 15 hours in the undergraduate major and submission of an Accelerated Major Application. the student may be considered for acceptance into the Accelerated Major through faculty nomination or student self-nomination via submission of the **Accelerated Major Application Form**. Majors will review and approve the application.

**Progression** - Majors will verify graduate admission eligibility and submit the required paperwork (**Accelerated Graduate Major Progression Form**) to officially convert the student to graduate standing, no later than when the student has reached 90 hours or Bachelor's degree has been conferred. The application requires approval from the Graduate Major, College, and Office of Graduate Studies