

*For the 2016-2017 Graduate Council Annual Report and  
 the 2017-2018 Graduate Catalog*

Members	Liaisons
Cohen, Donna	Ruth Bahr, OGS
Malone, Tina	Carol Hines-Cobb, OGS
Permeth, Steve	Joe Butts, OGS absent
Robison, John, Policy/Fellowship Chair	
Wecker, Lynn	

**POLICY/FELLOWSHIP REPORT**

1. Dr. Robison welcomed everyone and had introductions
2. There was no public comment on agenda items
3. Review of procedures for new members
4. Confirmed Research Assignments. ***ACTION ITEM: Dr. Permeth requested a list of the Statewide Institutions, including the Graduate Deans contact information and the Faculty Senate and Graduate Council equivalent contact information, and the Faculty Union leaders.***

AAU Institutions:

Rutgers University - TBA  
 SUNY Univ of Buffalo – Lynn Wecker  
 SUNY Stony Brook - TBA  
 Univ of Cal, Irvine – Donna Cohen  
 University of Florida – Steve Permeth

Peer Institutions:

University of Central Florida - TBA  
 NC State University - TBA  
 Florida State University - TBA  
 University of Cincinnati - TBA  
 University of Pittsburgh – John Robison

5. Summary of 2016-2017 Graduate Catalog – Carol will post for confirmation at the full Council meeting.
6. Discussion of having Graduate Council issues before Faculty Senate
7. Items for Review/Discussion
  - A. **USF Policy 10-065: Credit hours, Alternative Methods of Delivery and Transfer of Credit, and Variations in Program Length.** Members will research the various institutions, and especially AAU schools, for information on acceptance of 3-year degrees and competency based learning and will email to [cdh@usf.edu](mailto:cdh@usf.edu) by September 26 for review at the October meeting. **TABLED.**
  - B. **Admission Deadlines / International Admission Deadlines** – reviewed current deadlines and confirmed best practices, as well as what the deadlines should be for submission of international documentation. Graduate Studies will bring back a proposal in October. **TABLED.**
  - C. **Enrollment Policy** - discussed variations between Registrar’s definition and the graduate policy. Consensus was that a course with a “W” does not fulfill the requirements of continuous enrollment. Made one minor revision to the Continuous Enrollment Policy. **APPROVED.**

Registrar's Office definition for continuous enrollment includes W grades because it counts as attempted hours. The only time courses are not included in continuous enrollment is if the student did not register or was cancelled from the course.

Graduate policy –

***Continuous Enrollment for All Graduate Students***

*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.** **Courses that receive a "W" grade do not fulfill continuous enrollment requirements.** Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been Admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified here for all graduate students (not in candidacy). See also the Time Limitations Policy.*

- C. **Institutional Residency** – Committee members discussed if there is a need to establish residency requirements at the University level or within a major. Agreement to establish a residency policy; students newly admitted to the University cannot be admitted and graduate in the same semester. Likewise, initial thoughts are students changing programs cannot graduate in the same semester that the change of program begins. **The Committee will formalize a policy in October, time-permitting following the USF Credit Hour Definition Policy. TABLED.**

**Tabled for Fall and new policies for review this year:**

- **GA Codes and Instructor of Record** - Concerns regarding TA's being appropriately classified if they are really instructor of record (in particular for lab sections). Investigation for creating new job code. OGS will report back with requested revisions to policy as needed. TABLED. **Committee discussed and will revisit at a future meeting if needed.**
- **Late Drop/Add** –current policy allows a student to add a course up to 10 weeks (the end of the drop period) into the semester, but another University policy prohibits a student from sitting in on a class which/he or she is not enrolled. After extensive discussion, it as determined that the policy, as written, is appropriate for the rare occasion that a student may have been inadvertently dropped (first day attendance), or some other technical issue or University error. The Committee will continue discussion in the fall to determine if any revision in wording could help clarify the policy. **Target to review in November. Members will research institutions for comparative data.**
- **Program Core** – discuss and establish policy regarding a Program Common Core. *Reference – [http://www.grad.usf.edu/inc/linked-files/academics/Curriculum/BOG\\_Req\\_8.011\\_CORE.pdf](http://www.grad.usf.edu/inc/linked-files/academics/Curriculum/BOG_Req_8.011_CORE.pdf).* **Target to review once BOG regulation definitions have been confirmed.**
- **Enrollment in Semester of Graduation-** Discuss research findings for hours required during semester of graduation. **Members are strongly in favor of considering a processing fee for students who have completed all academic requirements. Target to review in November.**