Meeting Called to Order at 9:05 a.m.

The Committee reviewed the following:

1. **Review and Confirmation of Policy/Fellowship Timeline**
   a. Dr. Richard Pollenz reviewed the timeline for fellowship review with members. The policy items to be reviewed are scheduled accordingly with the other policy items assigned as the year progresses.

   **Tentative Policy/Fellowship Review Timeline:**
   - September 13: Review process; Graduate Certificates; Doctoral Hours; TA Requirements Research
   - October 4: Graduate Certificates, Transfer of Credit; review TA data; review Challenge Grant Process
   - November 1: Challenge Grant Reviews and Recommendations
   - December 6: Bylaws revisions
   - January 10: TBD
   - February 7: policy/ review of fellowship processes (Feb/March)
   - March 7: Fellowship Review and Recommendations
   - April 4: TBD
   - May 2: TBD / review OTD process (May/June)
   - June 6: OTD Review and Recommendations

   **Policies to be assigned for review:**
   1. Graduate Faculty Definition – as pertains to Clinical Faculty
   2. Thesis and Dissertation Committee Responsibilities
   3. Dual Degree – will be revised and resubmitted

2. **Graduate Certificate Policy**
   a. TABLED- for Oct. 4 Policy meeting. Certificate office will be contacted to attend October meeting and provide further information.

3. **Doctoral Minimum Hours – Undergraduate hours application**
   a. APPROVED (attached). Clarification of what undergraduate hours may apply toward the degree requirements.

4. **Master’s Minimum Hours – Undergraduate hours application**
   a. APPROVED (attached). M.A. policy edited to reflect approved language from the doctoral minimum hours policy revision.
5. **Research Assignments**

Members were assigned Universities for policy research as follows:

**AAU Institutions:**
- Rutgers University Greg Knollman
- SUNY University of Buffalo Dr. Reck
- **SUNY Stony Brook University** Dr. Loseke
- University of California, Irvine Dr. Loseke
- University of Florida Dr. Wolan

**Peer Institutions:**
- University of Central Florida Dr. Reck
- North Carolina State University Dr. Bahr
- Florida State University Dr. Wiranowska

The following policies will be researched for the October meeting:
- TA Prep Workshop Requirements – research policies pertaining to requirements to be a T.A.
- Transfer of Credit – research policies pertaining to what is transferrable, especially from uncompleted and completed degrees and into doctoral degrees.

**Meeting Adjourned** at 10:58 a.m.
GRADUATE POLICY UPDATE

Issue – Clarification of Number of Undergraduate Hours applied toward the Doctoral Degree
Needs clarification

From Doctoral Requirements Section:
Minimum Hours

Because the doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation, the Graduate School does not specify any minimum number of courses or credit hours that must be completed for award of the degree. However, programs with formally approved concentrations must have core major requirements that all students must successfully complete. Students must comply with general enrollment requirements and also institutional enrollment/residency requirements. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean. Lower level undergraduate course may not be used to satisfy doctoral course requirements but may be taken to meet specific prerequisites. Students enrolled in undergraduate courses as part of a planned graduate degree program are expected to demonstrate a superior level of performance in these courses. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. No undergraduate courses may not be used to satisfy the gradable minimal course requirement for the doctoral course requirements with the exception of courses included in the master’s degree.

Reviewed by committee 9/13/10 - approved
Full Council 9/20/10
Prepared by D. Pollenz and C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013
GRADUATE POLICY UPDATE

Issue – Clarification of Number of Undergraduate Hours applied toward the Master’s Degree
Needs clarification

From Master’s Degree Requirements Section:

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. At least twenty (20) hours must be in formal, regularly scheduled course work, ten (10) of which must be at the 6000 level. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean. Lower level undergraduate course may not be used to satisfy master’s course requirements but may be taken to meet specific prerequisites. Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance in these courses. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean.

Reviewed by committee 9/13/10 - approved
Full Council 9/20/10
Prepared by D. Pollenz and C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013