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

The Committee reviewed the following:

1. **Transfer of Credit – System Policy/Procedures – Tabled for December**
   The Committee discussed broader issue of transfer of credit across the USF Institution/System. The Graduate Executive Coordinating Committee (GECC) met and discussed the issue earlier in the week. Some draft edits were discussed, but it was determined that additional discussed was needed. The draft will be further revised, including a notation about Change of Program, as well as a note that courses taken at one Institution may not meet competency requirements at another (e.g. Education), by the Graduate School for discussion at the December meeting.

2. **TA Prep Workshop Research Data Review – Information only**
   The Committee reviewed the research data and agreed to forward to Dr. Liller for her consideration. No action has been requested at this time on this topic. The Committee is prepared to discuss at a future meeting if needed.

3. **Challenge Grant Process Review – Information only**
   The Committee reviewed the procedures for the Challenge Grant Review. The materials for review were distributed on November 1 with the final selections to be made at the December 6 meeting.

4. **Graduate Certificate Policy (Academic Standards; Early Registration issue) - APPROVED**
   The Committee revisited the wording for the “non-degree seeking student” section for admission to a Graduate Certificate (GC) and recommended approval as presented. Academic Standards for GC Students was also discussed with new language added to the policy as noted. Dr. Lenker updated the Committee on the issue of early registration. In the past GC students were able to register prior to non-degree seeking students, but the recent system updates changed this so they no longer have this option. Discussions are ongoing to try and restore this. It was noted the Council would support having GC students designated in their own classification, similar to the separate classifications for master’s and doctorate students.

5. **Bylaws and Operating Procedures Revisions**
   The Committee briefly reviewed the Bylaws, Charge and Operating Procedures. It was determined that it would be more efficient to have the Council Chair and Committee Chair meet with the Graduate School to make needed edits to present to the Policy Committee for discussion at the January meeting.
Review of Dec Agenda
Dr. Bahr reviewed the items for the December Agenda:
- Challenge Grant Selection Confirmation
- System Transfer of Credit – if ready for review and discussion

6. 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

No research assignments were confirmed for the December meeting. Ongoing research includes:
1. Graduate Faculty Definition – as pertains to Clinical Faculty
2. Thesis and Dissertation Committee Responsibilities
3. Dual Degree – will be revised and resubmitted

**Tentative Policy/Fellowship Review Timeline:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Challenge Grant Reviews and Recommendations</td>
</tr>
<tr>
<td>January</td>
<td>Bylaws and Operating Procedures Updates</td>
</tr>
<tr>
<td>February</td>
<td>Policy/ review of fellowship processes (Feb/March)</td>
</tr>
<tr>
<td>March</td>
<td>Fellowship Review and Recommendations</td>
</tr>
<tr>
<td>April</td>
<td>TBD</td>
</tr>
<tr>
<td>May</td>
<td>TBD / review OTD process (May/June)</td>
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<tr>
<td>June</td>
<td>OTD Review and Recommendations</td>
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Meeting Adjourned at 10:30 a.m.

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Next Scheduled Meetings
1-3 pm November 15, - Graduate Council
9-11 a.m., December 6, 2010 – Policy Meeting
GRADUATE POLICY UPDATE

Graduate Certificates
Revision to policy for when a student may apply to the Graduate Certificate program.
Further issues –
1) **Non-Degree Seeking Student Revisions** – finish revisions to non-degree seeking student section for admission to a certificate. Had been tabled on 10/18/10
2) **Academic Standards** – do we need a statement to indicate that Grad Certificate students fall under the academic standards for all graduate students as specified in the Grad Catalog, unless otherwise noted herein?
3) **Early Registration Issue**

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**Student Eligibility and Admission Criteria**

Student must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate area of study include:

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.

2. Each graduate area of study sets the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

Students who wish to pursue a graduate certificate must apply to the Graduate Certificate Office (www.gradcerts.usf.edu) and be admitted to the certificate area. Students are encouraged to contact the coordinator prior to applying.

- **Non-Degree Seeking Students**

  All non-degree seeking students who wish to pursue approved graduate certificates should apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu) as soon as possible for maximum benefit, but must apply to the certificate and complete required coursework within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

- **Degree Seeking Students**

  o All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu). The application must be received by the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.
Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate degree program (major) must apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu). The application must be received prior to the deadline to apply for graduation (by the fourth week of the semester) in which the student plans to graduate. Required coursework for the certificate must be completed within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

3. Certificate-seeking students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as “Graduate Certificate Students.” This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student’s transcript upon completion.

4. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in “good standing”.

5. All graduate certificate students may apply one graduate course to two graduate certificates.

6. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. See the Transfer of Credit Policy for more information.

7. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the transfer of credit policy in Section 7, Academic Policies, of this catalog.

Certificate Requirements
To receive a graduate certificate:

1. Students must successfully complete certificate requirements as established by the university. Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, unless otherwise noted in the section in the Graduate Catalog regarding Graduate Certificates.

2. Students must submit a completion form. Degree-seeking students must submit this form before graduating from their degree program. Non-degree-seeking students must submit this form no later than one semester after completing their certificate course work.

3. Students must have been awarded a bachelor’s or higher degree.

Reviewed by committee 11/1/10
Full Council 11/15/10
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013