UPDATE ON 09-10 POLICIES AND OVERVIEW OF GRADUATE PROGRAM DIRECTOR DUTIES

Aug 26, 2009

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Graduate School
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GS WEBSITE
An Incomplete grade ("I") is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control.
I GRADE POLICY

Students may only be eligible for an “I” when:

• majority of the student’s work for a course has been completed before the end of the semester

• the work that has been completed must be qualitatively satisfactory the student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week
The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract form from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete.

The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments.
I GRADE POLICY

Instructor must submit the I+ grade that takes into account the grade the student would earn if all incomplete work was assigned a 0%.

Students will have ONE (1) semester to clear the grade

Instructor must submit CHANGE OF GRADE FORM once work has been completed.

**Grades can be changed at any time.
READMISSION POLY

There is no longer readmission

All students that fall to non-degree seeking status will be required to reapply to the program through the FACS.org mechanism.

Programs will make the admit and may request additional exams or course work.
Students that have been non-degree for many semesters may be **out of compliance** regarding **time limits to degree** since the time will be based on the **original date** of admission if the student is coming back into the same degree program.
In the event a Major Professor is unable or unwilling to continue serving on the student’s committee, the student is responsible for finding another Major Professor.

Students who are unable to find a replacement Major Professor should confer with the Program Director for available options.

If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing.
FIRST DAY CLASS ATTENDANCE

Students **WILL NOT** be automatically dropped from course if they miss the first day unless specified by the College (NR, BA).

Faculty should be made aware of this policy and identify students that remain on the role after the first week but do not attend.
COURSE AGE TIME LIMITS

Master’s
Courses can be no older than seven (7) years at the time of graduation

Doctoral
Courses can be no older than eight (8) years at the time of graduation
COURSE TRANSFERS

Courses that are transferred into a degree program must also meet the time limits.

Courses that are older than the time limit at the time of transfer require an explanation of relevance for the time limit to be waived by the GS.
A NOTE ABOUT LATE DROPS

The Graduate Schools receives a large number of petitions to drop courses after the 10th week of classes.

Although this is allowable at the UG level.

Graduate policy does not support the practice of grade forgiveness.
A NOTE ABOUT LATE DROPS

Current Graduate School Policy

The GS will NOT support late drops/withdraws unless there is clear evidence of University error or other circumstances clearly detailed in the catalog (severe illness, death, military service).

Retroactive petitions after the last day of class will require extensive justification and will not be approved.
A NOTE ABOUT LATE DROPS

Program Processing

Both course instructors and Graduate Program Directors should clearly explain the policy to students before signing the petition forms and sending them to the college and graduate school.

The forms have a box next to the line of endorsement that can be checked as deny.
QUESTIONS?
The GPD is an extremely important position that is on the front line of graduate education at USF.

Position has multiple duties
GRADUATE PROGRAM DIRECTOR DUTIES

- Orientation and Event Planning
- Graduate Assistantships
- Student Progress and Tracking
- Curriculum
- Student Advising & Misc. Program Duties
- Qualifying Exams
- Recruitment
- Admissions
Possible Duties

• Recruiting
• Admissions
• Graduate Assistantships
• Orientation and Event Planning
• Curriculum
• Student Progress and Tracking
• Qualifying Exams
• Advising and Other Duties
There is no one model for the management of the various duties and programs at USF handle the position in different ways.
In some programs, multiple faculty may serve as the GPC and are assigned by the Departmental Chair to either the master’s or doctoral program.

In others, a single faculty member is the GPD and chairs a committee of other departmental faculty that may be assigned to the oversight of some of the duties.
Recruiting

Although the GS will assist in the identification of students through various mechanisms and will partner with programs in recruiting efforts, the GPD is typically responsible for program-specific recruiting efforts.

This includes follow-up to applicants and communication with faculty.
Each Fall the GS offers recruiting funds to programs
Admissions

All graduate admissions are made at the program level.

The GPD is usually the chair of the graduate admissions committee and must organize the applications and recommend the admissions of students to the GS.
The GPD is usually responsible for oversight of the GA appointments. This includes making the appointments, tracking student progress, and organizing the required annual review of GA performance.
One of the most important events for beginning students is a program-specific orientation.

This should be scheduled during the two weeks that precede the first day of classes and compliment the new student orientation that is coordinated by the graduate school.
In many programs the GPD plays a role in curriculum scheduling, assessment, and new program revision/development.
Student Progress and Tracking

The GPD is responsible for tracking progress benchmarks for students in the program.
Student Progress and Tracking

Progress Benchmarks that should be tracked each semester include:

- Time to degree progress
- Time to candidacy progress
- Enrollment compliance
Each program should also establish annual progress reports for students as well as a mechanism to review measures of productivity.
Student Progress and Tracking

Role of the Graduate School

Enrollment
- Identification of students that have not enrolled for two consecutive semesters

Progress
- Time to degree reports
Qualifying Exams

In many programs, the GPD provides oversight to the qualifying exam process.

This includes scheduling if using a cohort model as well as tracking benchmarks as detailed earlier.
GRADUATE PROGRAM DIRECTOR

Advising and Other Duties

The GPD should be well versed in graduate policy and procedures and able to advise the students within the program and suggested resources.

Lab rotations (when applicable)
ETD process and deadlines
The information in this session is expanded in the following document that will be available on the Program Directors page of the GS website.

GRADUATE PROGRAM DIRECTORS MANUAL
Suggested Duties and Best Practices
2009-2010
THANK YOU!
LAST QUESTIONS?

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