

PROGRAM DIRECTORS BROWN BAG SERIES

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

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R.S. Pollenz, Ph.D.

Professor and Interim Associate Dean

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 - Course Drop Petitions
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GS WEBSITE

I GRADE POLICY

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

I GRADE POLICY

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.

READMISSION POLY

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.

MAJOR PROFESSOR

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

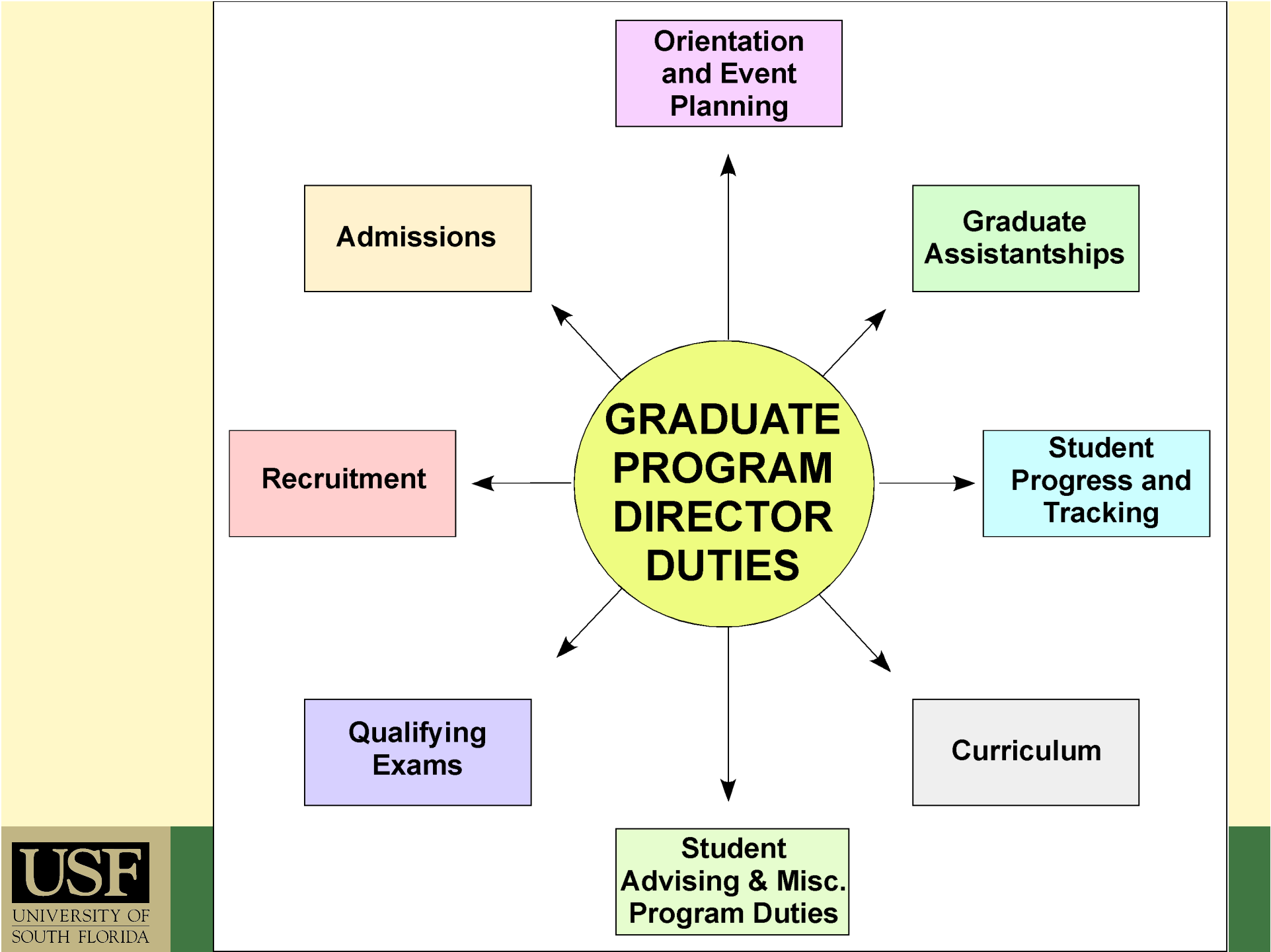
The forms have a box next to the line of endorsement that can be checked as deny

QUESTIONS?

GRADUATE PROGRAM DIRECTOR

The GPD is an extremely important position that is on the front line of graduate education at USF.

Position has multiple duties



Orientation and Event Planning

Admissions

Graduate Assistantships

Recruitment

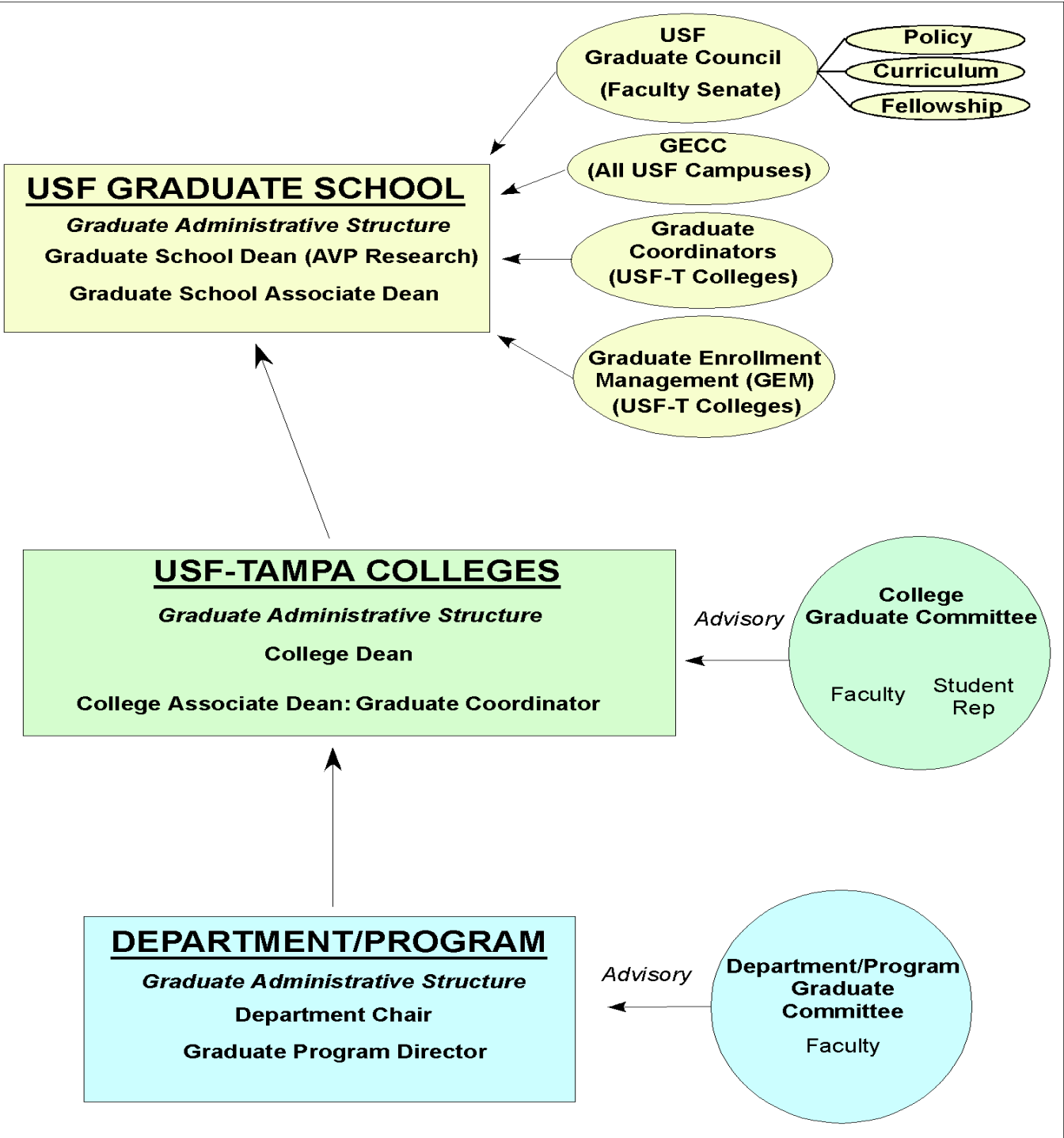
Student Progress and Tracking

GRADUATE PROGRAM DIRECTOR DUTIES

Qualifying Exams

Curriculum

Student Advising & Misc. Program Duties



GRADUATE PROGRAM DIRECTOR

Possible Duties

- Recruiting
- Admissions
 - Graduate Assistantships
- Orientation and Event Planning
 - Curriculum
- Student Progress and Tracking
 - Qualifying Exams
- Advising and Other Duties

GRADUATE PROGRAM DIRECTOR

There is no one model for the management of the various duties and programs at USF handle the position in different ways.

GRADUATE PROGRAM DIRECTOR

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.

GRADUATE PROGRAM DIRECTOR

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

GRADUATE PROGRAM DIRECTOR

Recruiting

Each Fall the GS offers recruiting funds to programs

GRADUATE PROGRAM DIRECTOR

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.

GRADUATE PROGRAM DIRECTOR

Graduate Assistantships

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

GRADUATE PROGRAM DIRECTOR

Orientation and Event Planning

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

GRADUATE PROGRAM DIRECTOR

Curriculum

In many programs the GPD plays a role in curriculum scheduling, assessment, and new program revision/development

GRADUATE PROGRAM DIRECTOR

Student Progress and Tracking

The GPD is responsible for tracking progress benchmarks for students in the program

GRADUATE PROGRAM DIRECTOR

Student Progress and Tracking

Progress Benchmarks that should be tracked each semester include:

Time to degree progress

Time to candidacy progress

Enrollment compliance

GRADUATE PROGRAM DIRECTOR

Student Progress and Tracking

Each program should also establish annual progress reports for students as well as a mechanism to review measures of productivity

GRADUATE PROGRAM DIRECTOR

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

GRADUATE PROGRAM DIRECTOR

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

GRADUATE PROGRAM DIRECTOR

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?

rpollenz@grad.usf.edu