

Graduate Council

Meeting Minutes

March 26, 2019

220 Van Wormer Hall

Attendees: Flavia Bastos, Doug Burgess, Edson Cabalfin, Sandra Combs, Ron Debry, Gary Dick, Amy Fathman, Dan Gottlieb, Jiukuan Hao, James Mack, Stephen Mockabee, Tanja Nusser, Olivier Parent, GA Rassati, Chris Sullivan, Jelena Vicic, Jun Ying

Absent: Quinn Ankrum, Chip Montrose, Angela Potochnik

Staff: Catherine Smith

Agenda Items	Synopsis of Discussion	Outcome
<i>Meeting Minutes</i>	Approval of February 26, 2019 minutes	In Chip Montrose's absence, James Mack chaired the meeting. The minutes were approved with one revision: Grad Faculty Policy was approved by Grad Council at the February meeting.
<i>Clinical Research Professionals Track</i>	<p>Presenters: Aimin Chen and Jackie Knapke</p> <p>This is the second presentation of this proposal for Grad Council. The presenters discussed each of the changes recommended by the council at the February meeting as follows:</p> <ol style="list-style-type: none"> 1. More clearly define the research component. 2. Rebalance the number of credits for research or capstone. 3. Embed ethics into the curriculum. 4. Define courses offered as "concentrations". 5. Consider background (prereqs) students will need for program success. 	Unanimous approval with one abstention for move to Academic Committee with one recommendation: to incorporate context of Appendix E into the body of the proposal rather than have an appendix.
<i>GSHI letter started by A&S</i>	<p>A&S created a letter addressed to Bob Ambach for review by Grad Council expressing their concern regarding the future demise of the Graduate School Health Insurance awards. They were concerned about the impact on student welfare and enrollment. The council was in full support of A&S concerns and agreed they should be unified on this front. Three suggestions were made:</p> <ol style="list-style-type: none"> 1. A&S to forward letter with only A&S signatures (This option was not recommended.) 2. Grad Council to create a letter supporting the colleges' concerns 3. Ask colleges to each create a letter expressing their concern. (Some felt this might not get done.) <p>It was suggested the letter be revised to include a support for Chip's fringe plan solution to find funding or offer another way to find the dollars. Others felt it was not the Grad Council responsibility to do so.</p>	Council agreed to take these suggestions back to their colleges and come back with a decision for discussion/vote at the next Grad Council meeting.
<i>BOT rules revision: items to be removed/duplicated in Grad Student Handbook</i>	The items to be duplicated from the BOT rules were reviewed, and they are largely procedural details that are not viewed as appropriate for the BOT rule set. It is the intent that these items will be removed	Unanimous approval by Grad Council.

	from the BOT rules during their current revision, Any governance-type rules will remain in the BOT rules.	Set of items are included with these minutes.
<i>BOT rules revision: composition of Grad Council</i>	Discussion ensued about the composition of Grad Council with regard to college representation at the meetings. The motion was that each college with graduate programs would have one vote, as would Faculty Senate. As previously discussed with Chip, A&S would have 3 seats at Grad Council to help with college information flow, but with only 1 college vote on the Council. A&S is responsible for designating the voting member, and only that person's vote will count. However, in the event that the voting member cannot attend the meeting, they can send a representative. All others colleges can request to have more "listening" seats at specific meetings which would be approved by the Grad Council chair, but only those with voting power will be allowed to vote at any meeting.	Motion was approved, with two opposed and one abstention. It is noted that this intent of Graduate Council will need further approvals. Until final approval is granted, there will be no change to Grad Council membership.
	<i>Next meeting April 23, 2019</i>	

**TEXT REMOVED FROM BOARD OF TRUSTEES' RULES; FOR INCLUSION
INSTEAD IN THE GRADUATE STUDENT HANDBOOK, PER CHIP'S EDITS AND
INSTRUCTIONS DATED MARCH 6, 2019 (E-MAIL TO JAMES AND YONATAN
TIME-STAMPED 1:46pm)**

3361:50-77-12 The Graduate School: admission to graduate degree programs.

(A) Full graduate standing

- (1) For admission to full graduate standing at the University of Cincinnati, a student must have a bachelor's degree from a college or university regarded as standard by a regional or general accrediting agency.

- (2) Applicant should have at least a "B" grade average in relevant undergraduate course work, or otherwise give evidence of promise satisfactory to the admitting department.

- (3) Judgments concerning admission or denial to particular degree programs and the criteria used for determining admission are initiated in the individual departments and schools. These criteria and judgments vary according to departments and schools and reflect not only estimates of the ability of students to do graduate work but also the ability of the department to absorb additional graduate students.

(B) Provisional admission

- (1) Provisional admission may be granted to applicants who lack undergraduate work considered essential for graduate study in the major field. Course work, without graduate credit, will be required of provisionally-admitted students to make up such deficiencies before admission to full graduate standing can be granted.

- (2) Graduates of non-accredited institutions may be granted provisional admission when their academic records warrant this status. Additional course work will be required of such students when deficiencies in their previous training are apparent.

- (3) Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may be admitted provisionally when extenuating circumstances can be shown to have affected their undergraduate grade

point averages or when progressive improvement in the undergraduate programs warrants provisional admission.

- (4) Graduate students may attain full graduate standing when the deficiencies responsible for their provisional status are corrected. They must also have maintained a satisfactory academic record in all course work taken as part of their graduate programs.
- (5) Change from provisional to full graduate standing is effected, generally, by individual college and departmental graduate program directors in the department or school in which the student is seeking his/her degree. The bases for such changes in status are subject to review by the Vice Provost and university Dean of the Graduate School, and that office should, therefore, be routinely notified of each change of status.

(C) Non-matriculated student

- (1) If given permission by the course instructor, non-matriculated students may take courses for graduate credit, but the number of credits taken under this classification which are accepted for a degree program is at the discretion of the department; ordinarily it will not exceed fifteen graduate credits.
- (2) The only requirement for admission as an unclassified student, or special student, is evidence of a baccalaureate degree.

(D) Foreign student admission

- (1) No foreign student should be granted admission on any basis other than full graduate standing.
- (2) In instances where a foreign student holds a degree for which the United States equivalent is not known, or if it is determined by the department and/or the international services office that the applicant does not have the equivalent of a bachelor's degree, the department must submit a petition (for admission without the bachelor's degree) to the Graduate Council and provide any supporting documentation deemed pertinent.

- (3) Before their admission to the university is completed, all foreign students must fulfill United States immigration service requirements and register with the international services office.
- (4) Applicants whose native language is other than English must pass one of the following examinations by scoring at least the minimum for each test. Minimum scores are TOEFL five hundred and twenty paper based, one hundred and ninety computer based, and sixty-eight internet based; IELTS minimum is six point five; Pearson minimum is forty-seven. Individual colleges or programs may establish higher than the minimum scores as a condition of admission into that college or program.
 - (a) This requirement may be waived for a foreign student who has a degree from an accredited American college or university and who can document having studied English while a student in the American college or university, or for students whose previous degree was earned in a foreign institution where instruction is entirely or primarily in English. Programs may petition the associate dean of the Graduate School for a waiver if an applicant can demonstrate acceptable English proficiency without taking an examination.
 - (b) The "Oral English Proficiency" (OEP) testing program is used to assess the oral English language skills of graduate students who are nonnative speakers of English and receive financial awards from general university funds.
 - (c) Students whose oral English proficiency has not been officially certified may not assume instructional responsibilities.
 - (d) Each student is allowed to take the OEP test twice without charge during an academic year.
 - (e) As an alternative to the OEP test, applicants may take the "Test of Spoken English" (TSE) before admission is granted.

(E) Admission without a baccalaureate degree

- (1) Petitions for students without a baccalaureate degree seeking admission to the university should be filed in departmental offices and, after thorough review by the departmental graduate admissions committee, the department may recommend such admission to the graduate council. The final decision on such admissions rests with the graduate council.

(F) "Graduate Record Examination" (GRE) requirement

- (1) Applicants for admission to many, but not all, colleges and departments are required to take the GRE. Individual colleges or departments should be consulted to determine specific requirements for admission. Many departments, although not normally requiring GRE scores, may require them as additional information in special circumstances.

(G) Admission Decisions

- (1) All decisions concerning admissions to established graduate programs rest with the departments. Departments have the authority to set application deadlines, to require certain pre-admission examinations, to require satisfactory completion of certain course work prior to admission, and to establish other pre-admission requirements.
- (2) All departments must have established written criteria for judging the admissibility of applicants.
- (3) Departmental decisions to admit or not to admit are final.

3361:50-77-14 The Graduate School: definition of a graduate student.

A matriculated graduate student of the University of Cincinnati must be the holder of a baccalaureate degree or its equivalent, must be admitted into a graduate degree program by the Graduate School, and may pursue a graduate degree on either a part-time or a full-time basis.

- (A) Status as a matriculated graduate student requires registration for at least one graduate credit hour during the academic year (including summer). Students who fail to meet this requirement must apply for reinstatement or re-admission (as applicable) should they wish to complete the degree program.

- (B) Students must register for at least one graduate credit hour during each semester (excluding summer semester) if they are using university resources such as libraries, university housing, campus laboratories, office space, equipment, recreational or computer facilities.
 - (C) The definitions in paragraphs (A) and (B) of this rule are to be used in determining which graduate students may use facilities of the university, are covered under the statement on students' rights and responsibilities, may participate in student organizations and the governance process of the university, and are covered by the grievance process.
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3361:50-77-15

The Graduate School: graduate credits.

Credit can be earned for only those courses numbered six thousand through nine thousand nine hundred and ninety-nine. Upon recommendation of the departments concerned, a limited number of graduate credits may be granted for graduate work done in residence in other accredited universities. Six condensed summer terms at the University of Cincinnati or at other qualified universities are regarded as the equivalent of one academic year.

- (A) Full-time/part-time course load: students enrolled in a full-time program of graduate study should be registered for ten or more graduate credits each semester. Students with outside work, or those who for other reasons devote less than full time to graduate study, will be allowed to register for the number of graduate credits judged by their advisory department to represent the appropriate fraction of a full-time load.
- (B) Graduate assistants: students receiving graduate assistantships must carry a course load of twelve credits or more each semester.
- (C) University graduate scholarship recipients: students receiving university graduate scholarships, who are not also graduate assistants, must carry a course load of at least the number of graduate credit hours covered by the university graduate scholarship each semester for which they are receiving support.
- (D) Graduate credit for undergraduate students: any college or degree-granting unit may allow seniors to register for graduate courses for graduate credit before these students have completed the baccalaureate degree. If the college or degree-granting unit permits such registration, it should limit the privilege to the student having senior standing, a grade point average of at least three and zero tenths but higher if so desired by the student's department, as evidenced by a petition from the student signed by an authorized member of the department. Upon approval by the department and the course instructor, graduate credit will be given for the courses. A maximum of fifteen graduate credits may be obtained in this manner. Credit will not be given toward both graduate and undergraduate degrees for the same course.

- (E) Six-thousand level courses: a graduate student who is registered for six-thousand level courses carrying both undergraduate and graduate credit may be required to complete a certain amount of academic work in addition to that required of undergraduates in the same course. The extra work may consist of reading and reviewing additional books, presenting reports, or doing such supplementary work as the instructor in charge of the course deems advisable.
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3361: 50-77-17 The Graduate School: individualized interdisciplinary programs.

The interest of most students falls within the confines of existing programs in established departments. In some cases, however, a student may request to have a special committee, consisting of professors from various fields, established to direct his/her study. Such a committee and the program it formulates with the student are referred to as "interdisciplinary." The office of the Vice Provost and university Dean of the Graduate School exercises general administrative supervision over all such degree programs, and a separate committee of five members (at least three of whom must be members of the graduate faculty) is formed for each interdisciplinary student.

The student's committee serves both as a committee and, in essence, as a department for the student, helping to prepare and to evaluate the student's program of courses, determine or arrange for determining the student's qualification for candidacy, supervise the thesis or dissertation, and perform other necessary administrative functions. The chairperson of the student's committee will assume the administrative role ordinarily carried by a head of department or director of graduate studies within a department.

The interdisciplinary student is subject to all general rules and requirements of the graduate division. Although the formal requirements are comparable to those of regular graduate programs, the student interested in an interdisciplinary program should be aware that this approach might entail more time and effort.

3361:50-77-19 The Graduate School: minimum academic performance (graduate faculty).

All graduate departments must publish in writing in accessible format the minimum academic standards for each graduate program offered including:

- (A) Minimum grade point average if it is higher than the university minimum of 3.0.

- (B) Acceptable grade distribution including grades earned in a required course.
 - (C) Nature and number of programmatic examination, such as preliminary, qualifying, and the consequences of not passing all or part of each examination.
 - (D) Specified research requirements.
 - (E) A time-related definition of normal progress for all full- and part-time students. The progress of each student must be reviewed annually.
 - (F) Standards and procedures for annual review of academic performance.
 - (G) Standards and procedures for probation, suspension and dismissal.
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3361:50-77-21

The Graduate School: the greater Cincinnati consortium.

Through the cross-registration procedures of the greater Cincinnati consortium of colleges and universities, full-time and part-time graduate students may enroll at consortium colleges for courses not available when needed at the University of Cincinnati. The university will grant credit for cross-registered courses. For further information, contact the graduate program director.

3361:50-77-22

The Graduate School: master's degree programs.

***(this is section "A" only; rest of this rule remains in BOT)**

- (A) Credit hours/program-specific and university requirements.
 - (1) A minimum of thirty semester credit hours of graduate work shall be successfully completed for a master's degree including credits for work on a thesis if a thesis is required. In no case, however, shall a degree be granted solely on the basis of accumulated credit hours.

- (2) Graduate programs shall recommend students for the master's degree after they have met all program-specific and university requirements for the degree.
- (3) To maintain graduate student status and eligibility for a master's degree, students shall register for at least one graduate credit hour each academic year during the fall semester.

3361:50-77-23 The Graduate School: doctoral degree programs.

***(these are only parts of this rule ; rest of it remains as BOT rule)**

(A) Credit hours/program-specific and university requirements

- (1) A minimum of sixty (if the student has earned a master's degree) or ninety (if the student has not earned a master's degree) semester credit hours of graduate work in one graduate program shall be successfully completed for a doctoral degree including credits for dissertation research. In no case, however, shall a degree be granted solely on the basis of accumulated credit hours. The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study.
- (2) Graduate programs shall recommend students for the doctoral degree after they have met all program-specific and university requirements for the degree including satisfactory completion of an approved dissertation or other culminating project.
- (3) The final thirty semester credits must be completed under the direction of graduate faculty from the University of Cincinnati.
- (4) Prior to admission to doctoral candidacy, doctoral students shall complete a residency requirement of a minimum enrollment of ten graduate credit hours per semester for two out of three consecutive semesters of study including summer.

***(these are sub-bullets from letter “E” that were remove from BOT rule and placed instead in the Handbook; rest remains in BOT rule):**

- (1) The research mentor shall serve as chairperson of the dissertation committee.
- (2) A dissertation committee shall be composed of a minimum of three full-time faculty members with professorial rank at the University of Cincinnati. The committee chair must be a member of the graduate faculty.
- (3) Individuals with appropriate expertise may be added to a dissertation committee if nominated by the candidate and approved by the committee chairperson and doctoral program. Such persons shall serve without compensation from the university or candidate, and shall be full voting members of the committee.