

MEETING OF THE GRADUATE ASSEMBLY
THE UNIVERSITY OF TEXAS AT ARLINGTON

February 15, 2001

The Graduate Assembly meeting of February 15, 2001 was called to order by Chair K. Behbehani at 2:30 p.m. in the Palo Pinto Room, University Center.

ATTENDANCE: Members present included: M. Barrett, K. Behbehani, J. Cornehl, M. Dunn, J. Dyson, C. Funkhouser, S. Grove, J. Grover, C. Jordan, J. Matthys, R. Mellgren, S. Payne, and M. Yardley

R. Buttimer, D. Gray, S. Hekman and B. Wright were not in attendance.

Ex Officio members present: K. McDowell, P. Cohen
Tom Wilding was not in attendance.

APPROVAL OF MINUTES: The minutes of the November 16, 2000 meeting were approved as published.

REPORT OF THE GRADUATE DEAN: K. McDowell expressed his gratitude to the members of the Assembly for all their hard work that has resulted in an increase in graduate enrollment. He added that the on-line application has been tested and is ready for implementation. Eventually everything including signatures will be processed via the web.

COMMITTEE REPORTS

Committee on Graduate Students:

- A. **The committee reviewed the occurrence of redundant verbiage in the Graduate Catalog that pertains to the Foreign Language Requirement. The current verbiage follows:**

Page 29 Graduate Catalog (2000-2002) First paragraph under Foreign Language Requirement.

“Prior to scheduling the doctoral comprehensive examination the Graduate School requires evidence that the student has a reading knowledge of one foreign language applicable to the student’s field of study or has attained proficiency in a research tool area such as a computer science or experimental statistics. Other suitable foreign language substitutes may be approved by the Dean of Graduate Studies”.

Page 29 Graduate Catalog (2000-2002) First paragraph under Comprehensive Examination.

“Students are eligible to take the comprehensive exam after giving evidence to their doctoral committee of adequate academic achievement by having completed all or most course work requirements and by having met the language or language substitute regulation if required in the degree program”.

Recommendation: Eliminate underlined words above on page 29 of the Graduate Catalog.

Rationale: The underlined words are redundant in light of the verbiage under the foreign language requirement.

A motion was made to approve the recommendation. The motion passed.

Committee on Program Policy:

B. Conversion of Incomplete Grade X to Another Grade. Current verbiage follows:

Page 32 Graduate Catalog (2000-2001) under Incomplete Grade.

“Under current policy a graduate student may be given a grade of X for failing to complete all course assignments. If the X is not removed by mid-semester of deadline of following regular semester the X changes automatically to an F. All incomplete grades must be removed from student’s record before a graduate degree is awarded”.

The Dean of the Graduate School has recommended that an incomplete grade not removed by the specified deadline becomes a permanent incomplete grade at the end of the next long semester. He also recommended eliminating the rule that says students cannot graduate with an incomplete grade.

The committee recommends that the existing catalog wording be deleted and replaced with the following:

“A graduate student who has been unable to complete all classes or laboratory assignments in a regular semester or summer session may, at the discretion of the instructor, receive an X designating an incomplete grade. An incomplete grade, not removed by the end of the next long semester, becomes a permanent incomplete grade. At the discretion of the instructor, a final grade can be assigned later through a change of grade form.

A motion was made and seconded to approve the recommendation with an amendment that the word “permanent” be deleted from the wording. After a discussion, the

Assembly deferred this to the April meeting. Dean McDowell will construct the proper language for a vote in April.

C. Drop Date for Graduate Courses

On page 4 and 5 of the Graduate Catalog (2000-2001) – Graduate School Calendar

Mid-Semester – last date to drop or withdraw

On page 33 of the Graduate Catalog under adding and dropping courses issues related to graduate students dropping classes are given in items 3 and 4.

In a memorandum dated November 16, 2000 the Dean of the Graduate School requested the following:

“The Office of Graduate Studies receives petitions each semester requesting that we allow students to withdraw from a class after the mid-semester withdrawal date has passed. Many times this request is caused by the fact that faculty, staff and graduate students constantly have the undergraduate withdrawal schedule brought to their attention through university publications and memos. The resulting confusion is understandable, but it leads to unnecessary paperwork. I request that the Graduate Assembly Committee on Graduate Students review this policy. The Office of Graduate Studies would favor adopting the undergraduate withdrawal dates.

Committee Recommendations: The drop date for graduate students be the same as the drop date for undergraduates. Consequently in the graduate catalog section of “Adding and Dropping Courses” and “Withdrawal” – page 33 – replace the term mid-semester with 12th week of class.

A motion was made and seconded to approve. The motion passed.

D. Credit Hours

The Committee on Graduate Students reviewed the policy concerning the number of hours that can be used for credit at UTA depending on a student’s status including:

1. UTA Undergraduate reserving courses for graduate credit – p. 34
2. Degree Undergraduate – p. 34
3. Transfer Credit – pp. 34-35
4. Special Student – pp. 44-45

The committee recommendations are as follows:

Under Reservation of Course for Graduate Credit add item 7 as follows:

7. A maximum of 12 semester hours of graduate level courses may be reserved.

Under special Students add the following underlined verbiage:

“Credit earned as special student in graduate courses (5000 and above) may be applied to a degree program only with approval of the appropriate Committee on Graduate Studies; however no more than twelve semester hours of work earned as a special student may be applied.....”

A motion was made and seconded for approval. The motion passed.

E. Modification to Catalog re: Students on Probation

The current policy follows: (note correction underlined and in bold)

Graduate students who fail to maintain an overall 3.0 grade-point average on their first six hours of graduate course work taken as a graduate student must, during the subsequent six semester hours of graduate course work, raise their grade-point average to a 3.0 on all graduate work taken as a graduate student. During the period following the first six hours of grade course work in which the student failed to meet the 3.0 grade-point average, the student will be placed on academic probation. The student’s record will be evaluated at the completion of each semester while on probation. Failure to meet the grade-point requirement at the completion of the first 12 hours of graduate work taken as a graduate student will result in automatic dismissal from the Graduate School.

If a student’s overall grade-point average falls below 3.0 at any time after the completion of the first 12 hours of graduate work, the student will be placed on academic probation and must achieve an overall 3.0 GPA at the end of the following semester **of enrollment**. Failure to meet the 3.0 GPA at that point will result in automatic dismissal from the Graduate School. A student who has been dismissed from the Graduate School for failure to meet the 3.0 GPA requirement may be readmitted for further graduate study in the same or in a different program only if a petition (accompanied by a complete record of all college of university work previously taken) has been approved by the appropriate Committee on Graduate Studies and the Dean of Graduate Studies.

Personal improvement courses, including but not limited to, individual or group music or art lessons and exercise and sport studies activities courses will not be used for the following: 1) to satisfy graduate degree requirements; 2) in the computation of graduate grade-point averages or in the determination of academic probation or academic good standing in Graduate School; 3) or in the calculation of grade-point averages for the purpose of admission to a Graduate Program or certification for graduation from a Graduate Program.

A motion was made and seconded to approve the change. The motion passed.

F. Modification of Requirements for Dual Masters Degree

Tabled until April meeting.

Committee on Program Policy

The following certificate programs were reviewed by the Committee on Program Policy.

- A. Certificate in Geology Education – approval recommended. Motion made and seconded for approval. The motion passed.
- B. Certificate in Psychology Education – approval recommended. Motion made and seconded for approval. The motion passed.
- C. Certificate in Palliative Care – Nurse Practitioner – approval recommended. Motion made and seconded for approval. The motion passed.
- D. Certificate in Nursing Education – approval recommended. Motion made and seconded for approval. The motion passed.
- E. Certificate in Acute Care Pediatric Nurse Practitioner – approval recommended. Motion made and seconded for approval. The motion passed.
- F. Digital Society Management Certificate – tabled until April meeting.

Committee on Program Review

The committee recommended approval of five special members to the graduate faculty. A motion was made and seconded. The motion passed.

More discussion was held regarding the issue of graduate faculty associate and special memberships. K. McDowell stated that he would prepare a nomination form for “special” member and distribute to the assembly. The issue will be discussed further at the April meeting.

REPORT OF THE CHAIR

K. Behabehani thanked the committees for their hard and diligent work on these important issues.

REPORT OF THE GRADUATE STUDENT COUNCIL REPRESENTATIVE

Representative not in attendance

NEW BUSINESS

None

OLD BUSINESS

None

ADJOURNMENT

The meeting adjourned at 4:05 p.m.

Secretary