

## MEMORANDUM

TO: Deans, Chairs, and Graduate Advisors

FROM: Keith McDowell  
Dean of Graduate School

DATE: March 8, 2001

RE: New Policies for Graduate Students

Cc: R. E. Witt, G. C. Wright, Graduate School Staff

At the February 15 meeting of the Graduate Assembly, the following policy and procedure changes were adopted. In each case we indicate the date of implementation. In some cases the implementation requires reprogramming of CICS and hence the delay in implementation. We also include some comments to indicate the differences with old policy and procedure.

1. Incomplete Grade X.

Implementation date: end of Spring 2001 semester to allow for programming change.

New policy: "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. At the discretion of the instructor, a final grade can be assigned later through a change of grade form."

Comments: The CICS system will be programmed so that an X grade does not automatically change to a grade of F at mid-semester of the next long semester. An incomplete grade of X will remain the grade of record for transcript purposes, unless a change of grade form is filed and approved. The incomplete grade of X does not count in GPA calculations and does not restrict a student from graduating as long as all other requirements are met. A student cannot receive graduate credit on the Final Program of Work for a course using the incomplete grade of X. To receive graduate credit, either a change of grade form must be processed and approved or the student must retake the course and receive a final grade of A, B or C.

2. Drop Date for Graduate Courses.

Implementation date: immediate.

New policy: “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 12<sup>th</sup> week of class.”

Comments: This policy change was made to bring conformity with the undergraduate date and to avoid the confusion and subsequent paperwork that results from misunderstanding the dates. We recommend that all parties review the catalog on page 33.

3. Credit Hours Special Student

Implementation date: immediate

New policy: “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....”

Comments: The current nine hours limit has been raised to twelve.

4. Credit Hours Undergraduate Status

Implementation date: immediate

New policy: “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.”

Comments: The intent is to clearly specify how many hours can be reserved to conform with other means for achieving graduate credit such as in item 3.

5. Graduate Students on Probation and Dismissal

Implementation date: immediate, but there will be some CICS programming required to stop generation of lists.

New policy: The current policy with change follows: (See catalog, page 33; note change underlined and in bold)

“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.”

Comments: At the present time, a graduate student who goes on probation at the end of semester and fails to enroll in the next long semester is automatically dismissed from the university at mid-semester and receives a very negative letter from UTA. Not only are considerable bad feelings generated, but lots of paperwork is required for a student to re-enter the university. The approved change means that a probationary student does not have to deal with their status until the next long semester in which they enroll. Furthermore, UTA does not have to send the dismissal letter.