



Graduate Executive Committee
October 11, 2013
Minutes

In Attendance: Cathy Claiborne, Karen Sangermano, Windy Adoretti, Leslie Grant, Carla Ruppert, Ron Koch, Emily Vogt, Mandi Elder, Bob Camley, Eugenia Killian, Mike Kisley, Edwardo Portillos, Sherry Morreale, Al Schoffstal, Steve Miller, Craig Elder, Amy Silva-Smith, KrisAnn McBroom, Taryn Bailey, Kelli Klebe

Announcements

Graduate School Open House: 10/24 5:30 Berger Hall

Commencement: December 20, 2013; One ceremony for Fall graduation; 2:00 pm

Business

- **Taryn Bailey:**
 - **Graduate School Open House:** Please send a representative. We are changing the format a little this year to include a speaker who is an alumnus of the MBA program.
 - Graduate Student Association is starting a webpage with professional organizations. If you have ideas on organizations to include please contact Sarah Mayer (smayer2@uccs.edu).
- **Follow up** for doctoral program total number of credits changes that we made last month.
 - It has been approved by the Deans. It is under review by EPUS. Once we get EPUS approval then it will need to be approved by Provost and Chancellor.
 - After all approvals, you can change your program requirements if you wish. You will need to have college, GEC, Provost, and Chancellor approval; if you change the program by more than 6 credit hours, you will need to also have regent approval.
- **Degrees from unaccredited institutions**
 - **Current rule:** Students admitted to graduate program must have a degree from an accredited institution or the program must be able to demonstrate that the degree is the same as one obtained from UCCS
 - Admissions office has been seeing degrees from unaccredited institutions; however, programs report that they do not allow this.
 - We will start having admissions check with program and graduate school about admissions decisions for any students who are from unaccredited institutions.
 - Accreditation comes in many different versions. The admissions office looks for accreditation by a regional accrediting body (for example, UCCS is accredited by North Central Association; accreditation by a regional accrediting body allows an institution to be eligible to receive financial aid). There is national accreditation, professional accreditation, technical school accreditation, etc.
 - Accreditation for institutions of higher education in countries other than the US may have different ways of accrediting. For international students, OIA checks to see if student has submitted “real transcripts from real higher education institution”. It also looks up an institution in AACRAO (American Association of Collegiate Registrars and Admissions Officers). It is recommended that a program requires international student to have their degrees evaluated by an approved NACES (National Association of Credential Evaluation Services) member to determine how

the degree is equivalent to US degrees (i.e., type of degree and type of institution). This may cost between \$85 and \$125. If students need to transfer in credits from an international institution, then can also get a course equivalency evaluation which may cost the student up to \$125.

- **Action Items for Graduate School:**

- Develop some best practices recommendations for accepting degrees for unaccredited institutions.
- Compile a list of resources that programs can use to assess accreditation status.
- Graduate School and Office of International Affairs will develop some best practices recommendations for how to determine if an international institution is accredited. We will start to develop a list of institutions that have known accreditation status.

- **Transfer courses**

- Graduate students may transfer in graduate courses from other institutions.
 - Please consider having your program deadline for approving transfer of courses as early as possible. We have received some transfer requests with application to candidacy that were not approved because they do not meet the graduate school rules, thus students were not able to transfer.
 - **Cannot transfer courses**
 - that have already been used for another master's degree (they may apply to a doctorate degree)
 - taken while an undergraduate at another institution
- Graduate Dean asked for clarification on our current rule: Each master's program will establish, with the concurrence of the Graduate Executive Committee, the maximum number of semester hours (not to exceed 30% of the required credits, or 9 semester credit hours) that may be transferred from another accredited institution and applied toward its graduate degree.
 - **Question: Do we want the rule not to exceed 30% or do we want 9 semester hours?**
 - **GEC unanimously voted to use the 30% of the required credits. Programs should set their limits on the number of credit hours they are willing to accept up to 30% of total program credits.**
- Graduate school rules say that courses from other CU system schools can be counted towards a UCCS degree (assuming they did not apply to a bachelor's or other master's degree at the same time). A question was asked on whether the transfer of credit form should be completed. Dean Klebe said the transfer credit form does not need to be completed for other CU campuses but the courses must be listed on the application for candidacy for degree form so that we know to count them towards the degree.
- **Action item:** The graduate school will change the rules. Since this is just a clarification, further approval will not be sought.

- **Thesis/Dissertation Grading:** Request to provide thesis grades at different stages (e.g., 3 credits when finish proposal; 3 credits when finish defense).

- Currently IP grades should be given until the student finishes (i.e. has a thesis/dissertation defense. Faculty sometimes give grades before students defend (sometimes not seeming to understand rule; sometimes because they want to give grades when a student successfully proposes). Sometimes IP grades are not changed after the student defends, which is a problem. (Graduate school now ensures that this is being done)

- Boulder and Denver requires grades to be given when thesis/dissertation completely finished. Denver has the Graduate School change the IPs once they have received the final grade after defense.
 - CU System says there is nothing but tradition and our standards that keeps us from doing it in any other way.
 - Discussion about this topic indicated that many programs are interested in having some flexibility for these grades. There were also concerns brought up about:
 - IP grades for students who are in the military and getting reimbursed.
 - Should these be for P/F? Some students need these to be an actual grade in order for them to count (e.g., international students).
 - What happens when students change advisors?
 - **Action Item for Graduate School:** Bring a draft policy about IP grading that allows programs to develop their own written procedures. Check on issues about IP grades for some students (e.g., military, international).
 - *During the discussion about thesis grades, a request was made to reconsider having variable credit hours for thesis projects. We will bring this up at another meeting but will first try to figure out the history of why it was changed. Denver and Boulder have variable credit hours.*
- **Doctoral dissertation credit hours** (see attached with highlighted information)
 - Our policy does not match our practices.
 - Last month, the policy was brought up and people wanted to know what Boulder and Denver do. Our policy is the same as Boulder and Denver.
 - Denver and Boulder also have continuous enrollment policies. Boulder has a requirement that doctoral students who are not continuously enrolled must re-take comprehensive exam to be re-instated as student.
 - Concern about this policy is whether it meets the needs of part time students. There was no one from a PhD program at the meeting to give input on this matter. People liked the idea of having a continuous enrollment policy with a “stop out” policy as well as a formal leave of absence process.
 - **Action Item for Graduate School:** Follow up with PhD programs to see how if the wording of this policy needs to change to meet the needs of their students. If it does not, develop a draft to bring back to the GEC. Also look at developing rules/procedures about continuous enrollment, stop-out, re-enrolling.
 - **F-1 Visa Status:** students need to meet special requirements to maintain visa status. This includes enrollment as full time student. Once all requirements but dissertation/thesis have been finished students on F-1 visa may enroll in 1 thesis/dissertation credit and be considered full time (as can any other student following the graduate school rules). However, they cannot enroll in “Candidate for degree” and meet the requirements of their visa.

Fall GEC Meetings (10:00 – 11:30, Brooks Room, UC 126)

11/8/13 12/13/13

Spring GEC Meetings (10:00 – 11:30, Dwire 204)

February 14 March 14 April 11 May 9
(no January meeting)

Policy & Procedure Manual: Section G: Thesis/Dissertation Requirements

Master's Thesis

Every candidate pursuing a master's degree under Plan I (thesis option) is required to write a thesis, which may be of a research, expository, critical or creative type. Each thesis presented in partial fulfillment of the requirements for a master's degree must satisfy the specifications of the University of Colorado Colorado Springs Thesis and Dissertation Manual, and shall represent 6 semester credit hours of work.

Doctoral Dissertation

Every candidate pursuing a doctoral degree is required to write a dissertation based upon original investigation and showing mature scholarship and critical judgment, as well as familiarity with tools and methods of research. The subject must be approved by the student's program director. Each dissertation presented in partial fulfillment of the requirements for a doctoral degree must satisfy the specifications of the University of Colorado Colorado Springs Thesis and Dissertation Manual. The dissertation shall represent 30 semester credit hours of work for Ph.D. candidates, but may be less in other doctoral programs.

Doctoral Dissertation Credit Hour Requirements

1. A doctoral student may take no more than one half of the total number of dissertation credit hours required for the degree prior to or during the semester in which the comprehensive examination is passed.
2. Following successful completion of the doctoral comprehensive examination, a student must register each fall and spring semester **for five to ten semester units** of dissertation credit, until the requirements for the degree are completed. A student may register for no more than ten dissertation credit hours in any semester and for no more than seven credit hours during a summer semester.
3. If, following the completion of the doctoral comprehensive examination, there is a semester during which a student will be using no university resources, the student may petition to **register for a minimum of one unit of dissertation credit**. Such a request must be approved by the program director.
4. **A student must be registered for at least 5 dissertation hours during the semester (or summer session) in which the dissertation defense is held.**

Doctoral Capstone.

Students pursuing clinical doctoral degrees are required to complete a capstone project in partial fulfillment of the requirements for a clinical doctorate at the University of Colorado Colorado Springs. The capstone courses shall represent 10 semester credit hours of work. Style requirements and format for the Capstone are determined by the department.

ISSUES:

Do you want these requirements for specific semester enrollments?

Do you want continuous enrollment?

If finish all requirements, students can enroll in candidate for degree or do you want them to enroll in dissertation credits? Must student be registered for 5 dissertation hours the semester of the defense (as opposed to just registered)? Note that international students on F- visa must be enrolled in a course that gives a grade (not P/F like candidacy for degree).