



**Graduate Executive Committee**  
**February 14, 2014**  
**Minutes**

**Announcements**

- Upcoming events for graduate students

All events are free unless otherwise indicated:

- Virtual Interviewing Skills Seminar with Bev Kratzer – February 18<sup>th</sup> at 6:00pm in UC 302
- Professional Development Breakfast: Surviving and Thriving in a 24/7 World – 7:30am in Upper Lodge (\$10)
- How to Manage and Pay Off Debt Workshop with UCCS Financial Aid - February 20, 5:00pm - UC 116
- Asset Allocation: Understanding the Benefits of Investing Workshop with Ent Federal Credit Union & Transamerica Capital – February 25, 6:00pm – Clyde’s
- GSA Social Mixer – March 7 at 6:30pm in Clyde’s
- Balancing Life Workshop with Benak Atayli – March 12 6:00pm in UC 303
- Spring Graduate School Open House – March 13 5:30pm in Berger Hall

All our events are listed at:

<http://www.uccs.edu/graduateschool/grad-news.html>

- Graduate School gave away \$10,000 in travel awards this year since Fall. The Graduate School does not have any more funds for travel awards for this academic year.
- Graduate School Fellowships: Due February 28, 2014 by 5:00 pm. Need reviewers; deans nominate. Please see attached guidelines for submitting nominations, which must come from program director.

**Business**

- **Graduate School Fellowships and multiple funding sources:**
  - Discussion Items: Some students who received the graduate fellowship for this year had multiple sources of income including full tuition, stipends, work study, and grants. Do you have thoughts on how we spread our small amount of money available to the full pool of graduate students? Want to place any limits (this year or in future)?
  - Discussion: People wanted these to stay as merit scholarships and not put limits based on any financial need. It would be okay for students to have multiple sources of income received from campus sources.
- **Dissertation credit wording (see below)**
  - People were not practicing what is written in the Graduate School procedures
  - People wanted more flexibility for UCCS students who are frequently part time, working full time, and who take longer to finish a dissertation.
  - After discussion in GEC, Graduate School dean contacted all doctoral program directors to get input. Based on their input and issues we’ve seen in the graduate school, the following changes were recommended. Following GEC discussion a few additional clarifications were made and **the changes below were unanimously approved.**
  - Next steps: Send to the deans. Does not need to go to EPUS. Hope to send out for a vote of the full graduate faculty in March (along with other changes made in past year).

## Dissertation Credit Hour Requirements Proposed Changes (changes in red):

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 a minimum of 30 semester credit hours of work for Ph.D. candidates, but may be less in other doctoral programs.

### Doctoral Dissertation Credit Hour Requirements

1. Dissertation credits are expected to be taken when a student is working on the dissertation project.
- ~~2.~~ 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.
3. Following successful completion of the doctoral comprehensive examination, a student ~~must~~ may register ~~each fall and spring semester~~ for ~~five~~ 1 to ~~ten semester~~ 10 units of dissertation credit in a semester (no more than 7 credits hours in summer); until the requirements for the degree are completed.
- ~~2. 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.~~
  - ~~1. 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.~~
- ~~3.~~ 4. A student must be registered for at least 5 1 dissertation ~~hours~~ credit or candidate for degree status during the semester (or summer session) in which the dissertation defense is held.
5. Students must follow departmental policies and procedures for maintaining satisfactory progress through the program. Departments should communicate these procedures and standards to students.
6. A doctoral student is typically expected to be enrolled continuously; however, students are considered inactive after 12 months of no enrollment has occurred. If a student is classified as inactive, they will need to reapply to the program using the online application (other materials not required) and receive the department's approval for continuing in the program to be reclassified as active.

### 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.

- **Cut off dates for admission to programs**
  - Your application has cutoff dates (when the application closes) as well as when the application opens. You set these dates. If you want them changed, contact Jason Maxwell. But once your application closes, you should not send students to complete an application. We have people who are telling students to complete the application but if it is no longer available, this just makes the student frustrated.
  - We have been receiving some applications after the start of the semester. We would like to have a deadline.
    - Applications take a couple of weeks to process.
    - Students don't have access to accounts until they get the admission letter
    - Admit students before semester starts (2 weeks?)
    - Students have option to be nondegree seeking student if they've missed deadlines (depending on the program).
    - Students need to be admitted to benefit from departmental assistantships or funding.
    - **GEC voted to set a deadline for admission decisions to be in the Admissions Office one week before the start of classes in any given semester.**
- **Probation (satisfactory progress):**
  - Students are coming to our attention who should be placed on probation
  - Departments are supposed to track students and place them on probation if they are not meeting department standards or minimum Graduate School standards (whichever has higher standards)
  - Some discussion about what people do. Some people thought the graduate school (or some campus office was tracking).  

The graduate school will track and send semester emails to programs about people who should be on probation.
- **Admissions appeals:**
  - Programs may want to consider having an admission decision appeals process in their programs in case a student ever appeals the process.
  - The appeals process can range from "Admission decisions are final and cannot be appealed" up to having some sort of appeals process. The graduate school does not want to be involved in admission appeals; admission decisions are the purview of the department unless they are not following minimum standards or processes at which time the graduate school needs to approve.
  - Some issues that have recently come up in a student's request for an appeal:
    - If a student were to ask why they did not get in, you do not need to give specifics but you could tell them how to strengthen their application for the future.
    - A student can be given their application materials (the items they completed) if you want; but since the student completed this, you do not need to give it to them.
    - If the student waived their rights to see the recommendation letters, you cannot give the letters to them or let them review or tell them anything about them.
    - If the student did not waive their rights to see the recommendation letters, you can give them a copy.

- If the student has a criminal record, then Public Safety will review the case and make a determination about whether it is safe to let a student on campus. At that point you can then consider their application based on academic merit. If public safety says they cannot be on campus then the student, under CU System APS 8004 has a right to appeal the decision by public safety.
  - **Some departments' policies are attached for those of you who want to develop one.**
- **Provisional admits:**
  - Write provisional requirements carefully: be specific and clear.
  - What happens if students do not meet requirements but you still want to let them in to your program. Our campus accrediting body requires that admission standards are uniformly upheld. You can let in students provisionally if they do not meet your minimum standards. If a student does not meet your provisional requirements, you should consider carefully whether you want to override your own requirements. If you do, you need to write a memo to the Graduate School outlining why you think the student should be let in even if your provisional requirements were not met; the dean of the graduate school will take these into consideration when signing whether a student may be changed from provisional to regular admission status. If you are doing this more than rarely, then you are not writing your provisional requirements carefully. When writing be clear about expectations in coursework, grade earned, time frame etc. Some people give students 2 opportunities to meet a provisional standard (e.g., student can retake a course once if they did not get a high enough grade the first time)
- **Minimum Standards Survey:**
  - The Graduate School rules require that you let us know if your standards are higher than the graduate school minimums. Since no one seemed to know this, we have developed a survey which we will send to you electronically, which will help you know the minimum standards of the Graduate School. You can let us know if yours are higher, lower, or the same. If lower, you need to change your standards to meet the minimum standards. If higher, let us know so we can have those on record.
- **International Affairs Office Announcements (Wang)**
  - **HCED – Iraq:** Higher Committee for Education Development (HCED) in Iraq graduate students. Last fall the Office of International Affairs was approached by HCED-Iraq for the second time. Though no formal agreements were signed, we agreed, with the help of the College of Engineering and Applied Science that UCCS will review HCED-Iraq graduate students' profile prior to them completing GRE/GMAT or English proficiency training and offer "conditional" acceptance to the program of interest if the departments deem the student acceptable academically. Once the department conditionally accepts the student, the student will undergo a one year English proficiency training at UCCS's Intensive English Program and then move on to the graduate program of study after the one year training.
  - **Program requirements and full-time registration requirements** for students on F-1 and J-1 visa. Although this has not been the standard for the general graduate student population, students on F/J visa studying at UCCS must be full-time students to meet the requirements of their visa. Their primary focus is to study full-time and successfully obtain their degree within the designated time allowance: i.e. two years for a master's degree and six years for a doctoral degree. **It is important that students meet their visa**

**requirements. Be cautious if you allow students to take courses at other institutions or drop below the credit hours that are needed to finish is 2 years for master's degree or 6 years for doctoral degree.**

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

March 14      April 11      May 9