

University of West Georgia  
FS - Graduate Programs Committee

Date: April 5, 2012

Members present: Laurie Ware, Louis Howe, Dean Sullivan, Debra Cobia, Mark Parrish, Susan Ashford, Hope Udombin for Doug Turner, Alan Pope, Nancy Penco

Guests present: Linda Haynes, Phyllis Snipes, Judy Butler, Ron Reigner, Margaret Mitchell

AGENDA ITEM	DISCUSSION	ACTION
Call to Order 9:04am	Room 120 Ed. Annex	
1. Approval of Minutes	Minutes for 3/1/2012 were reviewed. Typo noted – Laura Ware instead of <i>Laurie</i> Ware	Accepted with minor editorial change.
2. New/Old Business A) GPC Chair	Mark Parrish is willing to be chair for the coming academic year.	Conduct an electronic vote of GPC members; results will be sent to FS-Executive Committee
B) Faculty Appointment Guidelines  Submission Form	<ol style="list-style-type: none"> <li>1. Minor changes recommended by Senate; Remove the language <i>“in a department offering graduate-course work”</i></li> <li>2. Draft for standardized <i>Request for Appointment in the Graduate Faculty or Permission to Teach</i> Submission Form. Discussion – no additions or deletions recommended.</li> </ol>	<ol style="list-style-type: none"> <li>1. Approved with changes – Resubmit for Senate approval</li> <li>2. Standardized Form approved; Talk with AA to determine how to make available to Colleges/Schools.</li> </ol>
C) General Academic Policies (Graduate)	<ul style="list-style-type: none"> <li>• Grading System for Graduate Students</li> <li>• Course Requirements for Program Completion</li> <li>• Change of Program</li> <li>• Registration for Thesis and Dissertation Hours</li> <li>• Responsible Conduct of Research</li> <li>• Family Educational Rights and Privacy Act</li> <li>• Academic Honor</li> <li>• Grade Appeals</li> <li>• Graduation</li> <li>• Withdrawal for the University</li> <li>• Hardship Withdrawal Policy</li> </ul>	All approved by GPC; Submit for Senate Approval/Informational Item – see attached policies.

	<ul style="list-style-type: none"> <li>Transfer Credit – Discussion regarding stipulation of specific program differences may be limiting – particularly as UWG will add more doctoral programs in the future that may be different also. Recommended to make less specific</li> </ul>	Make changes and send out to GP committee for online approval.
D) Other Business	<ol style="list-style-type: none"> <li>Program Reviews – In progress by 2 committee members.</li> <li>Request to deactivate Program was withdrawn. Leadership and Applied Instruction Master of Education with a Major in Middle Grades Education Notes: <i>GPC first tabled the request for deactivation in October 2012 at the request of COE/LAI; Reactivated for approval 2/2012; GPC approved it; however, problems arose with approval on the CSS system. The request was to be resubmitted by COE/LAI. Before that was done, a request to withdraw the program was made since accreditation standards have changed again.</i></li> <li>Student Representative GPC approved editorial changes to the current policy and also selection criteria. It was recommended by Senate Executive Secretary that since this constituted a by-laws change – it should come out of the Rules committee.</li> </ol>	<ol style="list-style-type: none"> <li>Program Reviews due by end of the semester</li> <li>Since the Program change was never taken to Senate; it will show in the minutes that the request was withdrawn.</li> <li>Student Representative Policy change sent to the Rules Committee.</li> </ol>
E) Course/Program Additions, Modifications, and Deletions	See attached.	Submit changes for Senate Approval/ Informational Items
F) Meetings	No scheduled GPC meeting May, June, July –TBA	No action
	Next Senate meeting: Friday, April 20, 2012	No action

Meeting Adjourned: 10: 30am

Respectfully Submitted: Susan Ashford

## ADDENDUMs

- April 10, 2012  
Let the minutes reflect that Mark Parrish was unanimously approved as Chair of the Graduate Programs committee 2012-2013 beginning May-mester 2012. An electronic vote was taken.
  
- April 11, 2012  
Let the minutes reflect that the Academic Policy "Transfer Credit" was electronically approved by the GPC committee with the addition of "unless other wise allowed" as follows:

### Transfer Credit

A maximum of 6 semester credit hours of graduate credit, unless otherwise allowed, may be transferred from another accredited institution, subject to the following conditions:

1. Work applied to a completed degree cannot be accepted (except when approved for the Ed.D. in School Improvement program).
2. Work must have been completed within the six to eight year period allowed for the completion of degree requirements. Refer to the Time Limits to Complete a Graduate Degree policy for more information.
3. Work must have been applicable toward a graduate degree at the institution where the credit was earned.
4. Work offered for transfer must be approved by the College/School Director of Graduate Studies, Graduate Program Director, and the Academic Advisor.

### Transfer, Extension, Correspondence Credit

In any graduate program a maximum of 6 semester hours of graduate credit (9 hours for the Ed.D. in School Improvement program) may be transferred from another accredited institution subject to the following conditions: (1) work already applied toward another degree cannot be accepted (except for the Ed.D. in School Improvement program); (2) work must have been completed within the six or seven-year period allowed for the completion of degree requirements; (3) work must have been applicable toward a graduate degree at the institution where the credit was earned; (4) work offered for transfer must have the approval of the Dean of the Graduate School and the chair of the department of the student's major or the Ed.D. in School Improvement program director; (5) acceptance of the transfer credit does not reduce the residency requirement stated above. Under no circumstances may credit earned through correspondence work be applied toward satisfaction of degree requirements.