

University of West Georgia  
Graduate Programs Committee  
MINUTES  
10 April 2014, 2:30 pm  
RCOB 2212

In attendance:

GPC members Lynn Anderson, Elizabeth Kramer (Chair), Shirley Lankford, Kareen Malone, Nancy Pencoe, Jeannie Pridmore, Hema Ramanathan, and Susan Welch
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Guests Jessica Bucholz, Sal Peralta, John Ponder, Robert Schaefer, Lara Willox
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1. **MINUTES 03/6/2014**

A. Changes, Additions, Modifications (Appendix A)

Action: Approved

2. **COURSE/PROGRAM ADDITIONS, MODIFICATIONS, DELETIONS** (*following requests can be reviewed at: <https://apps.westga.edu/catalog/>*)

**A. College of Education**

Course Change:

Department: Learning and Teaching

Course: SPED 7782 Directed Research Readings in Special Education

Request: Modify

Originator: Jessica Bucholz

Rationale: "The title and description of the course have been changed to reflect the focus on reading of research-based articles as they relate specifically to special education. The course objectives have been modified and new objectives added to reflect the change to a focus on reading articles that focus on single subject research and the impact that this type of methodology can have on special education practices. We are requesting that the number of credits be increased from 3 to 4 to reflect the amount of work and the content that will be covered in this course."

Action: Approved

**B. College of Social Sciences**

Course Change:

Department: Psychology

Course: PSYC 5700 Ecopsychology

Request: Add

Originator: Lisa Osbeck

Rationale: "...First, ecopsychology is an emerging and fast-growing sub-discipline in psychology, as evidenced by new journals, conferences, books and university programs. Second, the intersection of ecopsychology with UWG's humanistic approach to psychology in particular offers significant opportunities for cross-

fertilizing both. Third, it is a topic of tremendous interest to students, especially in light of the serious contemporary ecological crises.”

Action: Approved

Program Change:  
Department: Political Science  
Program: Master’s of Urban and Regional Planning (MURP)  
Request: Deactivation  
Originator: J. Sal Peralta

Information item only

### C. School of Nursing

Program Change:  
Program: EdD in Nursing Education  
Request: Modification  
Originator: Karen Dukes  
Rationale: “After consultation with a ‘nationally known’ curriculum expert, an additional plan of study is now offered in the EdD in Nursing Education program. The new option B plan of study will allow doctoral students to focus solely on their course work for the first two years of the program with the dissertation process beginning in their third year.”

Action: Approved

## 3. INFORMATION ITEMS

### A. College of Education

College of Education Faculty Governance has made the following change to its current Academic Standings Policy:

“Good Academic Standing for a student enrolled in a Non-Degree Initial Certification Program for teacher certification is defined as a cumulative GPA of 2.7 or higher.

Any graduate level student earning a grade of *F* or *WF* and/or two *C*'s, regardless of his/her academic standing, will be referred to his/her program and, at the discretion of the program, may be suspended from the program.

A student will be dismissed from the following two programs if he or she earns two *C*'s or one *F*.

Ed.D. in School Improvement

Ed.D. in Professional Counseling and Supervision”

## **B. Richards College of Business**

The RCOB Graduate Program Committee has approved the following change in Admissions Requirements:

“For MBA admission, the RCOB GPC committee approved GMAT Waiver/Exemption for Chemistry majors with a business administration minor and UWG 3.0 GPA.”

## **3. UNFINISHED BUSINESS**

### **A. Accelerated Master Degrees Proposals**

Based on additional feedback from the Office of the VPAA and Provost on 11 March 2014, the committee reconsidered its 6 March 2014 approval of Accelerated Degree Program proposals from the departments of Criminology and Sociology. In short, the Office of the VPAA and Provost does not believe that the friendly amendments added to the proposals at the March meeting sufficiently address the double-dipping problem. The VPAA/Provost office has also determined that the proposals violate current graduate studies admission policy, an item which was not part of the committee’s discussion in March (see the Graduate Admissions Classification "Admission as a UWG Undergraduate-Graduating Senior": p. 34 of the paper version of the Graduate Catalog). Because of this inadvertent policy violation, the GPC Chair did not place the proposals on the agenda of the March Faculty Senate Meeting, notifying the GPC via email at the time of this decision. Originators L. Mike Johnson and Neema Noori also were contacted immediately upon this decision. They and their departments have decided to not pursue revisions to the proposals at this time.

After agreeing to reconsider the proposals, the committee discussed current policies and practices of graduate admissions and enrollment and the shared desire to increase graduate enrollment and attract and retain excellent students. Although supportive of the spirit behind the accelerated degree proposals in question, committee consensus is that the proposals, as they stand, are not in clear alignment with current UWG graduate studies policies. Substantial revisions to the proposals and/or UWG graduate policies would be needed. After discussing several options, the committee voted to send the proposals back to their departments unapproved and with a sincere interest in working with the departments on future proposals.

### **B. Electronic Submission of Theses and Dissertations via ProQuest Subcommittee**

The committee approved the plan to pilot ProQuest submissions of Electronic Dissertations and Theses (EDTs) this summer with College of Education students. The subcommittee—consisting of Hema Ramanathan, Susan Welch, and Lara Willox—will work with UWG Auxiliary Services to ensure proper processing of any contractual agreements required for setting up the free EDT Administrator System with ProQuest. They will also be revising the Dissertation and Theses policies published at [www.westga.edu/gradstudies](http://www.westga.edu/gradstudies) and will report back at the committee’s next meeting.

### **C. Graduate Student Summer Library Privileges Subcommittee**

The Chair has charged a subcommittee with the thoughtful consideration of issues involved in supporting graduate student summer library needs. They will be meeting at the end of the spring term and working so that they can report their findings to GPC and the incoming VPAA and Provost after he arrives on campus. It was the committee's will that the subcommittee have a representative from each College and School, and the following individuals have agreed to serve: Lynn Anderson (GPC representative, who will serve as Chair of the Subcommittee), Cynthia Brown, Chris Huff, Myrna Gantner, Neil Korobov, Nancy Penco, and Nadya Popov.

**D. Update on the Office for Graduate and International Admissions**

Dr. Toby Ziglar has been hired as the Director of the new Office for Graduate and International Admissions and is scheduled to arrive on 14 April 2014. A motion that the GPC invite Dr. Ziglar to its first meeting of the fall was made, seconded, and approved.

**4. NEW BUSINESS**

A. Assignments for FS-GPC review of College of Science and Math comprehensive program reviews are as follows:

<b>Program</b>	<b>First look</b>	<b>Second look</b>
EdD in Nursing Education	Kareen	Hema
Post-Masters Health System Leadership	Jeannie	Shirley
Post-Masters Nursing Education	Greg	Eliz
Master of Science in Nursing	Nancy	Hema
Master of Science in Biology	Susan	Kareen
Master of Science in Mathematics	Shirley	Lynn
Master of Science in Applied Computer Science	Lynn	Jeannie
Geographic Information Systems Certificate	Carol	Eliz

The Chair will send each member electronic versions of the program reviews, the template for the reviews, and a Word document containing sample GPC responses. Please send an electronic version of your review to the Chair ([ekramer@westga.edu](mailto:ekramer@westga.edu)) as soon as possible and, at the latest, by 30 April 2014.

B. The committee elected Susan Welch as Chair of the FS-GPC for 2014/2015. Her service will start this summer.

**5. ADJOURN**

The meeting was adjourned at 3:45pm.

	<b>Senate Members</b>	
Kramer, Elizabeth	<a href="mailto:ekramer@westga.edu">ekramer@westga.edu</a>	Senate – COAH (2014)
Penco, Nancy	<a href="mailto:npenco@westga.edu">npenco@westga.edu</a>	Senate – COSM (2014)

Thompson, Sandra	<a href="mailto:sthompso@westga.edu">sthompso@westga.edu</a>	Senate – RCOB (2016)
Welch, Susan	<a href="mailto:swelch@westga.edu">swelch@westga.edu</a>	Senate – Nursing (2015)
	Faculty Members	
Anderson, Lynn	<a href="mailto:landerso@westga.edu">landerso@westga.edu</a>	Faculty – COAH (2015)
Lankford, Shirley	<a href="mailto:slankfor@westga.edu">slankfor@westga.edu</a>	Faculty – Library (2014)
Lisa Osbeck (temporarily replaces Karen Malone,)	<a href="mailto:kmalone@westga.edu">kmalone@westga.edu</a> , <a href="mailto:losbeck@westga.edu">losbeck@westga.edu</a>	Faculty – COSS (2014)
Payne, Greg	<a href="mailto:gpayne@westga.edu">gpayne@westga.edu</a>	Faculty – COSM (2015)
Pridmore, Jeannie	<a href="mailto:jpridmor@westga.edu">jpridmor@westga.edu</a>	Faculty – RCOB (2015)
Ramanathan, Hema	<a href="mailto:hramanat@westga.edu">hramanat@westga.edu</a>	Faculty – COE (2015)
Wilson, Carol	<a href="mailto:cwilson@westga.edu">cwilson@westga.edu</a>	Faculty – Nursing (2014)
	Administrator	
Gantner, Myrna	<a href="mailto:mgantner@westga.edu">mgantner@westga.edu</a>	Administrator - Academic Affairs
	Student	

GPC Email list:

[ekramer@westga.edu](mailto:ekramer@westga.edu), [npencoe@westga.edu](mailto:npencoe@westga.edu), [sthompso@westga.edu](mailto:sthompso@westga.edu), [swelch@westga.edu](mailto:swelch@westga.edu), [landerso@westga.edu](mailto:landerso@westga.edu), [slankfor@westga.edu](mailto:slankfor@westga.edu), [kmalone@westga.edu](mailto:kmalone@westga.edu), [gpayne@westga.edu](mailto:gpayne@westga.edu), [jpridmor@westga.edu](mailto:jpridmor@westga.edu), [hramanat@westga.edu](mailto:hramanat@westga.edu), [cwilson@westga.edu](mailto:cwilson@westga.edu), [mgantner@westga.edu](mailto:mgantner@westga.edu), [losbeck@westga.edu](mailto:losbeck@westga.edu)

### Graduate Programs Committee Meetings... 2013/2014

GPC Meetings (Thursdays)	GPC Location/Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates	RCOB 2212, unless otherwise noted	Dates	Dates	TLC 1-303	TLC 1-203
<b>4/10/14</b>	2:30 – 4:30pm	4/11/14	<b>4/18/14</b>	3:00pm	2:00pm
<b>6/12/14</b>	2:30 – 4:30pm	6/13/14	<b>6/20/14</b>	3:00pm	2:00pm
<b>7/10/14</b>	2:30 – 4:30pm	7/11/14	<b>7/18/14</b>	3:00pm	2:00pm

**Please submit items at least one week in advance of GPC meetings.**

## Revised Shared Governance Procedures

The process of notification and approval for the creation/modification of After consultation with a “nationally known” curriculum expert, an additional plan of study is now offered in the EdD in Nursing Education program. The new option B plan of study will allow doctoral students to focus solely on their course work for the first two years of the program with the dissertation process beginning in their third year. academic programs and curriculum is outlined below:

### 1. The following are *actions items* by the Senate and appropriate Senate Subcommittees:

- New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc...)
- Changes to a course level (i.e. changing from 3000 to 4000 level)
- Adding to or removing a course from the Core Curriculum
- Changes to course prerequisites that span across colleges
- Modifying the requirements to complete an academic program, including core curriculum
- New or modified concentrations within a degree program

### 2. The following are *information items* for the Senate:

- Modifications to XIDS courses (Action Item by the Committee)
- Changes in admission standards for an academic program
- Suspending (deactivating) or eliminating (terminating) academic programs
- Offering an existing academic program more than 95% online
- Offering an approved academic program more than 50%, but less than 95% online

### 3. The following are *reviewed by the Senate graduate and undergraduate programs committees to assure quality of academic programs*

- Comprehensive Program Reviews
- Academic program and core curriculum learning outcome assessments

### 4. The following are *not items considered* by the Senate and should be reported directly to office of the Provost:

- Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
- Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
- Minor modifications to courses including: course name, description, course learning outcomes, and prerequisites within a college or school
- Creation or modifications of assessment artifacts
- Moving an approved course to online delivery (including both “D” and “N” sections)



## APPENDIX A

University of West Georgia  
Graduate Programs Committee  
Minutes  
6 March 2014, 2:30 pm  
RCOB 2212

University of West Georgia  
Graduate Programs Committee  
Minutes  
6 March 2014, 2:30 pm  
RCOB 2212

In attendance:

GPC members Lynn Anderson, Myrna Gantner (Academic Affairs), Elizabeth Kramer (Chair), Shirley Lankford, Kareen Malone, Nancy Penco, Jeannie Pridmore, Hema Ramanathan, and Susan Welch
Guests Kimberly Griffith, Chris Huff, L. Mike Johnson, Andy Nixon, Neema Noori, Nadya Popov, Lara Willox

### 3. Minutes 01/16/2014

A. Changes, Additions, Modifications (Appendix A)

Action: Approved

### 4. Course/Program Additions, Modifications, Deletions (*following requests can be reviewed at:* <https://apps.westga.edu/catalog/>)

#### A. College of Education

Course Change:

(1) School Improvement

Course: EDSI 9171 Program Evaluation

Request: Add

Originator: Margaret Parrish

Rationale: This course is being added to increase students' research opportunities.

This course will be cross listed with CEPD 9171, which already exists.

Action: Approved

Program Changes:

(1) Learning and Teaching

Program: Master of Education with a Major in Special Education and Teaching

Request: Modify



Originator: Jessica Bucholz

Rationale: Excerpt:...An MAT has been developed for initial certification students in special education. This gives us an opportunity to separate out preparation of those seeking initial teaching certificates from the preparation of candidates who already have credentials in special education. The proposed revision is designed to meet the needs of this latter group, as well as P-12 students and all stakeholders involved in public education...

Action: Approved

(2) Leadership and Instruction

Program: Specialist in Education with a Major in Educational Leadership

Request: Modify

Originator: Frank Butts

Rationale: See <https://apps.westga.edu/catalog/>

No Action Required: Information item

## **B. College of Arts and Humanities**

Course Change:

(1) History

Course: HIST 6694 Historical Methods and Writing

Request: Add

Originator: Nadejda Popov

Rationale: Excerpt: ...The addition of this course aims to remedy the currently identified weakness of many in-coming students in the areas of historical research and writing. Training the students more systematically in these areas will, in turn, aid the students' rates of completing the programme by preparing them better for the process of writing the MA thesis. Many programmes of our size and caliber offer such a course as well. Furthermore, since this is a methodological course, all history faculty are qualified to teach it, so staffing should not be a problem.

Action: Approved

Program Change:

(1) History

Program: M.A. with a Major in History

Request: Modify

Originator: Nadejda Popov

Rationale: Excerpt: ....Adding this course [HIST 6694] will help remedy the identified weakness of entering students in research and writing skills, which in turn will lead to improved rates of programme completion for graduate students.

Action: Approved

**C. College of Social Sciences**

Course Change:

(1) Sociology

Course: SOCI 6003 Advanced Statistics for Sociology

Request: Add

Originator: Winston Tripp

Rationale: This course is being added as we restructure the graduate program in Sociology to better meet the needs of our students. It will serve as the required statistics course in the sociology program.

Action: Approved

Program Changes:

(1) Psychology

Program: Ph.D. in Psychology: Consciousness and Society

Request: Modify

Originator: Lisa Osbeck

Rationale: PSYC 8010 to be changed to elective status: Material is sufficiently covered in other existing courses.

Action: Approved

(2) Political Science

Program: Post-Baccalaureate Certificate in Nonprofit Management and Community Development

Request: Add

Originator: Neema Noori

Rationale: Excerpt: .... Recent cuts in local and statewide service provision have created new employment opportunities in the non-profit sector. As non-governmental organizations emerge to fill this vacuum, the demand for professionally trained and credentialed experts continues to grow.

Action: Approved

(3) Sociology

Program: Post-Baccalaureate Certificate in Data Analysis and Evaluation Methods

Request: Add

Originator: Neema Noori

Rationale: Excerpt: ... The demand for program evaluation is growing as both private and public grant funding agencies require well-trained experts to evaluate the efficacy of programs that they have funded...

Action: Approved

(4) Sociology

Program: Master of Arts with a Major in Sociology

Request: Modify

Originator: Neema Noori

Rationale: We developed this new track to create a rigorous alternative to the thesis track. The thesis track is designed for students who have an interest in developing research skills or who want to pursue an academic career. The applied track, on the other hand, is aimed at students who want a terminal master's degree. The applied track will make students who want to work in the non-profit sector more attractive to potential employers.

Action: Approved

(5) Sociology

Program: Master of Arts with a Major in Sociology

Request: Modify

Originator: Neema Noori

Rationale: Excerpt: ...This program is designed to allow academically superior undergraduate students who take up to six hours of graduate level coursework (5000 or 6000) as part of their Bachelor's program to complete the Master's program in a more timely fashion....

Action: Approved, but not sent to senate because of inadvertent policy violation

(5) Criminology

Program: Master of Arts with a Major in Criminology

Request: Modify

Originator: L. Mike Johnson

Rationale: Many students who succeed easily in undergraduate work choose to pursue higher degrees. With the number of schools within our state, and around the country, offering graduate degrees in criminology and criminal justice, this program will create for us a niche. In effect, we will allow academically superior students to achieve their objective to earn a graduate degree in less time than earning these degrees separately....

Action: Approved, but not sent to senate because of inadvertent policy violation

Mike Johnson presented the accelerated degree requests from Criminology and Sociology. He said that given pressure to increase numbers, the departments believe their best strategy is to keep the best

UWG undergraduate students here for their graduate studies, since it is difficult to attract high performing graduate students from outside due to funding issues. This program modification would allow high performing UWG undergraduates to earn 6 hours toward this M.A. while earning their B.S. and to have these 6 hours count both toward the B.S. and the M.A.

Myrna Gantner said SACS is adamant that there can be no double dipping. Several GPC members stated they would like to see documentation of what amounts to double dipping. Hema Ramanathan asked for clarification of how the student eligibility for the program would work. Discussion ensued.

Elizabeth Kramer asked the committee if it would like to further consider the proposal at a future time, or approve it now. She said if the GPC approved the proposal today, it would go to the March Faculty Senate meeting, and be within the purview of the SACS visit on 1 April. She continued that if the GPC requests a revision, then the potential GPC approval would occur in April and be forwarded to the April Faculty Senate meeting, after the 1 April SACS visit.

Karen Malone proposed voting to approve this program change with a “friendly amendment” that “Note: While in the graduate program, students will not be required or allowed to repeat the same graduate courses taken as an undergraduate student.” The GPC approved the proposal as amended.

### **3. Unfinished Business**

#### **A. Electronic Submission of Theses and Dissertations via ProQuest**

Susan Welch passed out a working document (see Appendix B) with information collected about the submission of dissertations and theses as ProQuest EDFs (Electronic Dissertations and Theses). In her research she has found that many universities have entire webpages designed to help graduate students submit EDFs. She asked for volunteers to help revise current UWG policies and to consider other ways in which UWG can support its students as they submit EDFs.

#### **B. Update on the Office for Graduate and International Admissions & Recruiter**

The pool for the Director of the Office for Graduate and International Admissions has been narrowed to three candidates, for whom on-campus interviews have been scheduled and announced to the faculty. UWG has purchased Ellucian Recruiter. Initial meetings with the Ellucian contact person and the project team in UWG’s ITS have taken place to address technical issues and Banner integration. The next step will involve set-up and configuration and the formation of a users’ team.

### **4. New Business**

A. The committee approved the revisions to the Graduate Course Load policy to separate the three sections in the existing policy, to create three new policies to improve clarity. See Appendix B.

B. The committee approved the addition of an Attendance Policy to the Graduate Catalog. See Appendix C.

C. The committee approved the modification of the Graduation policy in the Graduate Catalog. See Appendix D.

D. Discussion item: The Faculty Senate Chair has forwarded to the GPC the following resolution for further research and consideration: “The College of Social Sciences Faculty Council formally recommends the Faculty Senate consider a university policy change to allow graduate students use of the library during the summer free of charge even if they are not registered in summer classes.”

Kareen Malone distributed and presented documentation comparing UWG’s practice in this area with a number of peer institutions. In addition, she presented information on the number of peer-reviewed articles published by UWG graduate students as well as the number of articles under review at peer-reviewed journals. Several members of the College of Social Sciences agreed that it is harmful for graduate students to be without library access in the summer.

Chris Huff said that while the library wishes to serve its constituents, its concern is that UWG would violate licenses for some of its library resources by allowing unenrolled students to use these resources. He said UWG would need to define “current students” differently in order to allow access to unenrolled students. He cautioned this should not be an ‘informal’ arrangement.

Andy Nixon stated that in his area of Educational Leadership, graduate students must enroll in 1 credit hour in the summer. Nursing follows this practice as well.

Elizabeth Kramer requested that a subcommittee be formed to address the many issues and opinions involved in this matter. The GPC approved the formation of this subcommittee.

5. The meeting adjourned at 4:20pm.

#### APPENDIX A

Minutes for the 16 January 2014 FS-GPC meeting are available at the Faculty Senate website.

#### APPENDIX B

#### GRADUATE COURSE LOADS POLICY REVISION

**RATIONALE:** This policy revision separates the three sections in the existing policy, to create three new policies. The purpose is to improve clarity.

#### REVISION OF POLICY

##### ~~Graduate Course Loads~~

##### ~~Minimum~~ Graduate Course Loads for Financial Aid Eligibility

To be eligible for Federal Student Aid (FSA), a graduate student must be enrolled at least half time. ~~The UWG Office of Financial Aid defines full-time enrollment for a graduate student as 9 credit hours, or the equivalent, each term. Half-time enrollment is defined as 5 credit hours, or the equivalent, each term. Students must register for and attend 5 credit hours, or the equivalent, to be eligible for Financial Aid each term.~~ To be enrolled half time, a student must be taking at least half the course load of a full-time student. Full-time enrollment for a graduate student is 9 credit hours and half-time enrollment is 5 credit hours. These minimum enrollments apply consistently across all terms, Fall, Spring, and Summer.

	Fall	Spring	Summer
Full Time	9	9	9

Half Time	5	5	5
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**Minimum Graduate Course Loads for Graduate Assistantship Eligibility**

Graduate Assistantships are classified by function or purpose and include Graduate Assistantships (GAs), Graduate Research Assistantships (GRAs), and Graduate Teaching Assistantships (GTAs). GAs, GRAs, and GTAs must register for and earn 9 semester credit hours, or the equivalent, to be eligible for a Graduate Assistantship for the Fall or Spring terms. During the Summer term, the minimum enrollment is 6 semester credit hours.

	Fall	Spring	Summer
Minimum Required Enrollment	9	9	6

**Maximum Graduate Course Loads for All Graduate Students**

~~Graduate students who do not hold one of the three types of assistantships may register for 12 credit hours without permission.~~ Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the Director of their graduate program and from the Director of Graduate Studies (or Dean/designee) for their college or school. Some programs may require additional levels of approval.

Expectations for the maximum course load apply to graduate students who take a mix of graduate and undergraduate courses in one semester, as well. Although some graduate degree and non-degree programs require graduate students to take undergraduate courses, students are considered graduate students.

**CLEAN COPY OF REVISION OF POLICY**

**Graduate Course Loads for Financial Aid Eligibility**

To be eligible for Federal Student Aid (FSA), a graduate student must be enrolled at least half time. To be enrolled half time, a student must be taking at least half the course load of a full-time student. Full-time enrollment for a graduate student is 9 credit hours and half-time enrollment is 5 credit hours. These minimum enrollments apply consistently across all terms, Fall, Spring, and Summer.

	Fall	Spring	Summer
Full Time	9	9	9
Half Time	5	5	5

**Graduate Course Loads for Graduate Assistantship Eligibility**

Graduate Assistantships are classified by function or purpose and include Graduate Assistantships (GAs), Graduate Research Assistantships (GRAs), and Graduate Teaching Assistantships (GTAs). GAs, GRAs, and GTAs must register for and earn 9 semester credit hours, or the equivalent, to be eligible for a Graduate

Assistantship for the Fall or Spring terms. During the Summer term, the minimum enrollment is 6 semester credit hours.

	Fall	Spring	Summer
Minimum Required Enrollment	9	9	6

### Graduate Course Loads

Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the Director of their graduate program and from the Director of Graduate Studies (or Dean/designee) for their college or school. Some programs may require additional levels of approval. Expectations for the maximum course load apply to graduate students who take a mix of graduate and undergraduate courses in one semester, as well. Although some graduate degree and non-degree programs require graduate students to take undergraduate courses, students are considered graduate students.

### EXISTING POLICY

#### Graduate Course Loads

##### *Minimum Course Load for Financial Aid Eligibility*

To be eligible for Federal Student Aid (FSA), a student must be enrolled at least half time. To be enrolled half time, a student must be taking at least half of the course load of a full-time student. The UWG Office of Financial Aid defines full-time enrollment for a graduate student as 9 credit hours, or the equivalent, each term. Half-time enrollment is defined as 5 credit hours, or the equivalent, each term. Students must register for and attend 5 credit hours, or the equivalent, to be eligible for Financial Aid each term.

	Fall	Spring	Summer
Full Time	9	9	9
Half Time	5	5	5

##### *Minimum Course Load for Graduate Assistantship Eligibility*

Graduate Assistantships are classified by function or purpose and include Graduate Teaching Assistantships (GTAs), Graduate Research Assistantships (GRAs), and Graduate Assistantships (GAs). GTAs, GRAs, and GAs must register for and earn 9 credit hours, or the equivalent, to be eligible for a Graduate Assistantship each term.

##### *Maximum Course Load for All Graduate Students*

Graduate students who do not hold one of the three types of assistantships may register for 12 credit hours without permission. Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the Director of their graduate program and from the Director

of Graduate Studies (or Dean) for their college or school. Some programs may require additional levels of approval.

Expectations for the maximum course load apply to graduate students who take a mix of graduate and undergraduate courses in one semester, as well. Although some graduate degree and non-degree programs require graduate students to take undergraduate courses, students are considered graduate students.



## APPENDIX C

### Undergraduate Catalog Provision

**(For review and possible modification by GPC for inclusion in Graduate Catalog)**

#### Class Absence

Instruction begins the first day of class. In face-to-face courses, if students fail to attend the first day and have not contacted the instructor to explain their absence, they may be dropped during the Drop/Add Period to make room for other students.

In fully online or hybrid courses each instructor has the authority to specify in the syllabus what qualifies as attendance at the first class meeting and during the Drop/Add Period to drop students who fail to meet that requirement. Instructors may require students to attend a face-to-face meeting, to log in to the online course-delivery system by a specified date, or to take other specified steps at the beginning of the session.

For those courses that meet for the first time after the end of the Drop/Add Period, see Faculty Handbook Section 204.

Class attendance policies are determined by each instructor for his or her courses and may be found in the syllabus. Since course policies differ, students are responsible for understanding attendance requirements for each course. Failure to comply with those requirements may significantly affect grades.

Students are expected to attend each class meeting. Students absent from class while officially representing the University or observing religious holidays should generally not be penalized in the calculation of final grades, as long as they provide advance notice and expeditiously make arrangements to complete any missed work.

University-sponsored activities include but are not limited to the following: intercollegiate athletic competitions; musical/theatrical/art performances or exhibitions associated with a degree program; debate competitions; and research conferences. Activities not considered to be university-sponsored include participation in clubs, even if they are affiliated with UWG, or events associated with social organizations such as fraternities or sororities.

Regardless of the reason for the absence, each student is responsible for the material covered in class, for completing any assignments, and for making specific arrangements with the instructor for any work missed. The degree to which missed work can be made up will depend upon the nature of the work and its intended purpose. Make-up is at the discretion of the instructor.

Any student who must be absent for more than one week of class should notify the Patient Advocates in Health Services, telephone 678-839-6452. The student should also notify the instructor or department.

(See Faculty Handbook Sections 201-204)

## APPENDIX D

[2013-2014 Graduate Catalog, General Academic Policies section]

### GRADUATION

~~A student with a minimum 3.0 overall grade point average and who has met all requirements of the Program of Study must submit an application for the degree with the Registrar's Office the semester prior to the semester of graduation. No student will be issued a diploma or academic transcript if in default of payment due to the University.~~

[2014-2015 Graduate Catalog - add new, second paragraph so the policy reads as below]

### GRADUATION

A student with a minimum 3.0 overall grade point average and who has met all requirements of the Program of Study must submit an application for the degree with the Registrar's Office the semester prior to the semester of graduation. No student will be issued a diploma or academic transcript if in default of payment due to the University.

The graduation application and \$40 (per degree) application fee can be deferred up to one year from the initial term of scheduled graduation. If the student does not graduate within one year of the original scheduled graduation date, the student must reapply for graduation and pay the \$40 (per degree) application fee again.