

## Graduate Committee Meeting

Agenda

AY 2021-2022

Meeting Time 10:00 am – 12:00 pm

### Graduate Committee Meeting

February 4, 2021

- 1) Chairs Call to Order
- 2) Roll Call

Members:	College:	Present/Absent
Charles Roush	University Library	Present
Nancy Razo	College of Education & P-16 Integration	Present
George Amorim	College of Fine Arts	Present
Mataz Alcoutlabi	College of Engineering and Computer Science	Late
Lilia Fuentes	School of Nursing	Present
Helene Krouse	School of Medicine	Present
Leyla Feize	School of Social Work	Present
Wanrong Hou	Vackar College of Business and Entrepreneurship	Present
Kimberly Selber	College of Liberal Arts	Present
Lisa Salinas	College of Health Professions	Present
Rupesh Kariyat	College of Science	
Sandra Hansmann	Graduate College, Ex Officio	Present
Laura Saenz	Curriculum & Institutional Assessment Office, Ex Officio	Present

### 3) Consent Agenda

- a) Minutes from January 14<sup>th</sup>, 2021, meeting
- b) 10:03 am

### 4) New Business: Review of Submissions

- a) College of Education and P-16 Integration
  - i) Department of Human Development and School Services – **Presenter: Cheryl Fielding**
    - (1) Delete Program, New Program

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Name	Type	Comment	Effective Year
<a href="#">Board Certified Behavior Analyst Certification Program (College of Education and P-16 Integration)</a>	Delete Program	The program is being transitioned too fully online. Currently the program has 7 courses in the degree plan. no changes will be made to the degree plan. The cohort of students currently in the program will finish by Fall 2022, so there will be no disruption for students. <b>Appropriate notification to other external agencies may be needed.</b>	22 - 23
<a href="#">Board Certified Behavior Analyst Certification Program - Online Program</a>	New Program	This program is already being offered in the department, they are only changing the modality and updated the content at the top of the catalog page. No updates were made to the admission requirements or the degree plan.	22 -23

**Motion to approve change:** Kimberly Selber

**Second:** Lila Fuentes

**Motion Passes**

**Notes:** Only a bachelors is required to get into the program, but students must have a completed masters by the time they take the licensure exam. The program doesn't have the ability to give the certificate, only the Association can give the official licensure certification. The courses are only the verified course work needed prior to taking the licensure exam. Master's degrees can be in any field.

### b) College of Health Professions

#### i) Department of Communication Disorders – **Presenter: Donald Fuller**

##### (1) Change Program

Name	Type	Comment	Effective Year
<a href="#">Communication Sciences and Disorders (MS)</a>	Change Program	There is an update to the admissions to include the Leveling Curriculum for students who do not have an undergraduate degree in COMD. There is a removal of the capstone requirement Praxis National Examination due to accreditation standards and the language that references this exam.	22 - 23

**Motion to approve change:** Leyla Feize

**Second:** Helene Krouse

**Motion Passes**

**Notes:**

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### c) Graduate College

#### i) Policies for Catalog – Presenter: Sandra Hansmann

##### (1) Addition of Graduate level Policies

Name of Policy	Original Policy	New Policy	Effective Year
Vaquero Pathway Program for Graduate Admission	None	The Vaquero Pathway Program (VPP) for graduate admission allows graduate faculty members, graduate and undergraduate program coordinators, and chairs/directors to recommend outstanding UTRGV undergraduate students for admission. This encourages students with excellent academic records to remain at UTRGV for their graduate education.	22 - 23
Leave of Absence (LOA)	The current policy consists of wording in the Grad Catalog and on the LOA form.	The proposed change unifies these two sources.  The proposed change also adds a requirement for students to be in good standing when requesting an LOA.	22-23
Concurrent Degrees	None	The proposed policy defines concurrent (i.e. simultaneous) degrees and lists the available concurrent UTRGV degrees.	22-23
Second or Subsequent Master's Degrees	The current policy mixes terms "subsequent" and "additional", causing confusion, and does not specify that the second degree cannot be the same as the first.	The proposed change streamlines the wording and specifies that second and subsequent degrees cannot be the same or substantially like each other, including prior degrees earned externally.	22-23
Academic Probation and Suspension	To clarify wording that is confusing. Currently, applies to degree-seekers only.	Remove degree-seeking, since it applies to certificate and other non-degree seekers.	22-23

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Thesis and Dissertation Committee Policy	Current policy is vague, and exists only in the Thesis and Dissertation Formatting Guides	The proposed policy provides clear minimum standards for thesis/dissertation committee membership and aligns with other UTS institutions guidelines, and would be updated now in the Formatting Guides and added to the catalog 22-23	22-23
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**Motion to approve change:** Charles Roush

**Second:** Kimberly Selber

**Motion Passes**

**Notes:** Vaquero Pathway Program for Graduate Admission – Will students be exempt from leveling course work? It would be dependent on the programs that opt into the pathway program. If the program has leveling curriculum, they are not required to participate in the pathway. Can students seek this out? Students must be nominated by a faculty member, chair, or other roles within the program to enter the related program. Graduate College will provide support to these programs by running reports of undergraduate students that meet the requirements of the pathway program. Programs typically already have an idea of the students they will nominate. What is the nomination process if other faculty do not agree to the nomination? There is no process for acceptance by other faculty. Typically, programs who wouldn't agree with nominations aren't going to opt into an admissions program like this. Programs that opt into this program usually have only a program coordinator reviewing applications. Programs only that are comfortable with the pathway program opt into it so there shouldn't be issues with faculty not agreeing with the nomination. This admission pathway may be able to do early enrollment due to our policy in reserving graduate credit in their undergraduate degree if it doesn't exceed 18 hours.

**Motion to approve change:** Kimberly Selber

**Second:** Lilia Fuentes

**Motion Passes**

**Notes:** Leave of Absence (LOA) – Students do not need a LOA if they don't enroll for one module, BUT if they are in a traditional program, they must have an LOA with the exception of summer. Students who are in their thesis or dissertation are the exception to the summer enrollment. This means that these students must have an LOA for a summer leave. Can students request an LOA for financial reasons? No, they cannot since we offer financial assistance. If a student doesn't want the financial package, they will not be able to get an LOA. We have other accommodations we can provide as an alternative to an LOA by continuously enroll. Students can enroll in a 1-hour class in the program or at the University to stay active. Could the Graduate College have some FAQ for students to be referred to, to give more information on what examples would be Approved or Denied (Dr. Hansmann will send out the draft to program coordinators for input). LOA's must have the program signature before the

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Graduate College Dean, if a student is in thesis or dissertation, the LOA must be signed by their committee. When students finish the LOA they will do a short admissions application. If they don't, the student will have to do the entire admissions process under the standard that is published. If a student missed the drop date or wasn't able to complete a course that leads to an F due to emergencies or medical emergencies, the Graduate College will work with the Registrar to get a retractive drop/withdraw. This will allow for a student to get approval for the LOA.

**Motion to approve change:** Lilia Fuentes

**Second:** Wanrong Hou

**Motion Passes**

**Notes:** Concurrent Degrees – Certificates aren't degrees, so students will be able to enroll in a certificate and a masters at the same time.

**Motion to approve change:** Kimberly Selber

**Second:** Lisa Salinas

**Motion Passes**

**Notes:** Second or Subsequent Master's Degrees – Dr. Hansmann will add that students can get 3 or more degrees at the master's level. Do we want to have this for the Doctoral degrees? We haven't encountered a student at this level. Master's degrees do not have to be in the same field, but students cannot have two degrees in the same degree (example you cannot get two MBA's, you can only get one). This doesn't mean that a student can't get two degrees at the college level.

**Motion to approve change:** Charles Roush

**Second:** Wanrong Hou

**Motion Passes**

**Notes:** Academic Probation and Suspension – Will students be able to register if they make an F? There are a few reasons why some students may be able to register after getting an F. For example, we have an earlier enrollment so grades may not posted in time to catch them and other circumstances, like covid grade changes, also come into play. Registrar and Graduate College will discuss more circumstances that may be happening with this population.

**Motion to approve change:** Kimberly Selber

**Second:** Wanrong Hou

**Motion Passes**

**Notes:** Thesis and Dissertation Committee Policy -

### 5) Announcements or Other Informational Items

- i) Next Meeting – March 4<sup>th</sup> **This is the last meeting that we will accepting curriculum changes. Due date for materials approved through the Dean's level is February 18<sup>th</sup>.**
- ii) Next Joint meeting – February 18<sup>th</sup>. **Due date for materials with all signatures is February 11<sup>th</sup>.**

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The University of Texas  
**Rio Grande Valley**

- 6) **Adjournment**  
@ 11:56 am

**GC APPROVED 2.4.2022 Draft Academic Probation and Suspension**

CURRENT Academic Probation and Suspension	PROPOSED Academic Probation and Suspension
<p>For a degree-seeking student in a master’s program to remain in good academic standing, the student must maintain a cumulative grade point average of 3.0 (3.0=B on a 4.0 scale) and meet their department's academic progress criteria toward degree completion.</p> <p>The minimum GPA of 3.0 is based on all course work taken regardless of whether the courses are part of the student's degree plan. A student whose overall GPA falls below a 3.0 in a given semester is automatically placed on academic probation the following semester. Within the following nine semester credit hours, the overall GPA must return to 3.0 or the student will be suspended for a minimum of one semester.</p> <p>A student who receives an F in any course is automatically dismissed from the graduate program.</p> <p>For a degree-seeking doctoral student to remain in good academic standing, the student must maintain a 3.25 grade point average and meet their department's academic progress criteria toward degree completion. The minimum GPA of 3.25 is based on all course work taken regardless of whether the courses are part of the student's degree plan. A student who receives a grade of C or lower in 9 semester hours of credit attempted toward the doctoral degree, regardless of the student's classification, whether or not in repeated courses, is ineligible for any advanced degree and will not be permitted to re-enroll. A doctoral student whose overall GPA falls below 3.25 in a given semester is automatically placed on academic probation the following semester. Within the following nine</p>	<p><b><u>Masters Academic Standing, Academic Probation, and Academic Suspension</u></b></p> <p>For a masters-level graduate student to remain in good academic standing, the student must maintain a cumulative and semester or module grade point average of 3.0 (on a 4.0 scale) and meet their department's academic progress criteria toward degree completion.</p> <p>The minimum GPA of 3.0 is based on all course work taken, regardless of whether the courses are part of the student's degree plan.</p> <p>A student whose GPA falls below a 3.0 cumulatively or in a given semester or module is placed on academic probation the next semester or module. Within the probationary semester or module, the student’s cumulative and semester or module GPA must return to 3.0 or the student will be suspended. Some programs may require a higher minimum GPA in the program or in specific courses for progression into subsequent courses.</p> <p>A student who receives an F in any course is suspended without a probationary semester or module regardless of cumulative GPA.</p> <p>To petition for readmission into a graduate program, a suspended student must submit a written request through the Director of Graduate Program and the Dean of the College to the Graduate College Dean, and upon approval, may continue the program of study.</p> <p><b><u>Doctoral Academic Standing, Academic Probation, and Academic Suspension</u></b></p> <p>For a doctoral-level graduate student to remain in good academic standing, the student must maintain a cumulative GPA of 3.25 (on a 4.0 scale), maintain a semester or module GPA of 3.25, and maintain a 3.25 in 8000 and 9000 level coursework. Some programs may require a higher minimum GPA in the program or in specific courses for progression into subsequent courses.</p>

<p>semester credit hours, the overall GPA must return to 3.25 for doctoral students or the student will be suspended for a minimum of one semester. A student who receives an F in any course is automatically dismissed from the graduate program. A suspended graduate student may petition for readmission.</p> <p>In addition, each graduate program has its own criteria by which a student is evaluated to determine satisfactory academic progress. Failure to meet those academic progress requirements may result in the student being placed on academic probation or suspension by the Dean of the Graduate College.</p> <p>To petition for readmission into a graduate program, the suspended student must submit a written request through the Director of Graduate Program and the Dean of the College to the Graduate College Dean. The Graduate College Dean may approve or deny admission to the graduate program.</p>	<p>A student who does not meet the 3.25 GPA requirements as specified above is placed on academic probation the next semester or module. Within that probationary semester or module, the semester or module and cumulative GPA must return to 3.25 or the student will be suspended.</p> <p>A student who receives an F in any course is suspended without a probationary semester or module regardless of cumulative GPA.</p> <p>A student who receives a grade of C or lower in 9 semester hours of credit attempted toward the doctoral degree (i.e., earns three C grades) is suspended without a probationary semester or module regardless of cumulative GPA.</p> <p>Doctoral students must also meet departmental and institutional academic progress criteria toward doctoral degree completion. Not meeting academic progress requirements may result in the student being placed on academic probation or suspension by the Program through the Dean of the Academic College.</p> <p>To petition for readmission into a graduate program, a suspended student must submit a written request through the Director of Graduate Program and the Dean of the College to the Graduate College Dean, and upon approval, may continue the program of study.</p>
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## GC Approved 2.4.2022 DRAFT CONCURRENT DEGREES POLICY

<b>Current Policy</b>	<b>Proposed Policy</b>
None	<p>Concurrent graduate degree programs are defined as a curriculum established by two participating academic units resulting in completion of two graduate degrees or a graduate and a professional degree that may be pursued simultaneously. Rather than consecutively completing first one degree and then another, concurrent degree programs permit the student to proceed in a coordinated way toward completion of both degrees simultaneously.</p> <p>Concurrent Degrees Offered at UTRGV:</p> <ul style="list-style-type: none"><li>• Medical Doctor and Masters in Bioethics</li></ul> <p>Students are not permitted to pursue two or more degrees concurrently unless listed above, and students may not create ad hoc concurrent degrees.</p> <p>Students who wish to pursue two degrees at UTRGV that are not approved concurrent degrees listed above must complete the degrees sequentially. They may then take advantage of rules governing second or subsequent master's degrees. Otherwise, students must complete all requirements for each degree earned at UTRGV.</p>

## GC Approved 2.4.2022 DRAFT LEAVE OF ABSENCE POLICY

Current Catalog Policy	Proposed Policy
<p><b>Leave of Absence</b></p> <p>Graduate students may apply in writing for a leave of absence for no more than two long semesters or four modules. This request must be approved in advance of the leave by the graduate adviser, program director, dean of the college, and the Dean of the Graduate College. The student on leave must reapply for admission in order to return to the University, but readmission during the approved period of the leave is automatic and the application fee is waived. A leave of absence does not change the time limit for completion of the student's graduate program of study.</p>	<p><b>Leave of Absence</b></p> <p>A Leave of Absence (LOA) is a temporary cessation of degree-seeking study and may be granted for no more than two (2) consecutive long semesters or four (4) consecutive modules up to one (1) year for documented medical reasons or other unavoidable circumstances (e.g., active military duty, etc.).</p> <p>Students enrolled in Accelerated Online Programs (AOP) are not required to submit an LOA for leaves of 1 module; however, AOP students who anticipate leave of 2 or more modules should submit.</p> <p>Students requesting a leave of absence must be enrolled and in good academic standing at the time of the request. Leave requests must be approved in advance of the start date by the thesis/dissertation chair (if applicable), the Graduate Program Coordinator, Department Chair or Director, Dean of the Academic College, and the Dean of the Graduate College.</p> <p>During a leave of absence, students may not participate in student employment or other activities and services that require enrollment. During a leave of absence, students may not take any UTRGV courses without terminating their leave.</p> <p>The student on leave may be required to reapply for admission to return to the University, but readmission during the approved period of leave is automatic and any application fees are waived.</p> <p>A leave of absence does not change the time limit for completion of the student's graduate program of study.</p>

**GC Approved 2.4.2022 DRAFT POLICY Subsequent Master's Degrees**

<https://utrgv.smartcatalogiq.com/en/2021-2022/2021-2022-Graduate-Catalog/Graduate-Degree-Regulations-and-Graduation-Policies/Graduate-Curriculum/Subsequent-Masters-Degrees>

<p><b>Current Catalog:</b> Subsequent Master's Degrees</p>	<p><b>Proposed Catalog Policy:</b> Second or Subsequent Master's Degrees</p>
<p>A student seeking an additional master's degree must:</p> <ul style="list-style-type: none"> <li>• Complete a minimum of 30 hours of additional graduate credit in UTRGV courses for each additional master's degree sought.</li> <li>• Complete all requirements for the additional major including admissions as set forth in this catalog or by the graduate degree program.</li> <li>• Complete all requirements for the additional degree including GPA requirements, elective courses, etc. as set forth in this catalog.</li> <li>• Complete all courses within one seven-year period.</li> </ul>	<p>Second or subsequent master's degrees in the same program of study are not permitted for students who earned their first master's degree at UTRGV or at another university.</p> <p>The second or subsequent master's degree must have a program of study/curriculum distinct from the first master's degree, and students may not repeat for credit any courses taken during a first masters in a second masters regardless of whether the first courses were applied to the first master's degree plan or not.</p> <p>A student seeking a second or subsequent master's degree must:</p> <ul style="list-style-type: none"> <li>• Complete all admission requirements and all requirements for the additional degree including GPA requirements, leveling courses, elective courses, etc.</li> <li>• Complete a minimum of 30 hours of additional graduate credit in UTRGV courses for each master's degree sought. Some programs may require credit hours above the minimum.</li> <li>• Complete all courses within one seven-year period, inclusive of any coursework applied to the second or subsequent degree or from the first.</li> </ul>

GC Approved 2.4.2022 DRAFT THESIS and DISSERTATION COMMITTEE MEMBERSHIP POLICY

<p>CURRENT- Appears in the Thesis and Dissertation Formatting Guides</p>	<p>PROPOSED- To appear in the Thesis and Dissertation Formatting Guides <b>and</b> The Graduate Catalog</p>
<p><b>SELECTION OF COMMITTEE</b></p> <p>Selection of thesis committee members will follow guidelines established by each department and/or college.</p>	<p><b>SELECTION OF THESIS OR DISSERTATION COMMITTEE</b></p> <p>All graduate students completing a thesis or dissertation must, in consultation with their thesis or dissertation chair, secure the agreement of a minimum of three full-time UTRGV faculty members (inclusive of the chair) to serve on their thesis or dissertation committee by the time of enrollment in thesis or dissertation coursework.</p> <p>A minimum of two committee members must be faculty members in the student’s major degree unit. Some programs or departments may require that more than three individuals serve on the thesis or dissertation committee and may have established additional requirements for committee membership.</p> <p>Retired faculty nominated for or granted emeritus status upon retirement may request committee membership with approval of the Academic College Dean and the Dean of the Graduate College. Retired faculty may serve as a committee member or as a co-chair but may not serve as the sole chair/supervisor. Requests for the inclusion of retired faculty members should be accompanied by the recommendation of the thesis or dissertation chair.</p> <p>If a member of a thesis or dissertation committee terminates employment with the university, except as noted above, an additional member must be added to the committee. A former faculty member may remain on the dissertation committee but will assume status as an external committee member.</p> <p>External thesis or dissertation committee members are defined as subject matter experts who are not employed by UTRGV. External committees may serve as fourth or additional committee members. Requests for the inclusion of external committee members should be accompanied by the recommendation of the thesis or dissertation chair and must include the proposed members’ current curriculum vita.</p>

## **Vaquero Pathway Program for Graduate Admission**

The Vaquero Pathway Program (VPP) for graduate admission allows graduate faculty members, graduate and undergraduate program coordinators, and chairs/directors to recommend outstanding UTRGV undergraduate students for admission. This encourages students with excellent academic records to remain at UTRGV for their graduate education.

Outstanding undergraduate students with 90 or credit hours in their senior year may be extended an offer of admission to a participating program, conditional upon completion of the baccalaureate degree from UTRGV in the area of nomination.

Additional information about the Vaquero Pathway Program (VPP) is available on the Graduate College website, in the Graduate College offices, and from the Graduate Program Coordinator (GPC) of each graduate program.