

## Graduate Council Policy and Fellowship Committee Meeting

*For the 2018-2019 Annual Report and inclusion in the 2019-2020 Graduate Catalog*

Members	Liaisons and Guests
Bahner, Ingrid - CHAIR	Ruth Bahr, OGS
Buck, Harleah	Carol Hines-Cobb, OGS
Guldiken, Rasim	Joe Butts, OGS
Shaw, Lindsey Abs	Mathdany Clark, OGS
Seibel, Brad Abs	Brandis Waiz, OGS
Uysal, Askin Abs	Francisco Vera, Admissions
Wheeler, Pat	Katie Wagner, Admissions
Xue, Bin Abs	Toure Rider, Grad Certificates
Zgibor, Janice	
Steve Permuth, Council Chair	

### OCTOBER 1, 2018 – REPORT

1. Dr. Bahner welcomed everyone
2. There was no public comment on agenda Items
3. The following was discussed:
  - **Admissions Revision** – added a statement that allows departments to admit a student with an incomplete application (e.g. 2 letters of recommendation are received, 3 are required per catalog specifications in the major) - APPROVED
  - **Comp/Qualifying Exam** – discussed whether there is a need to modify language to make it explicit that exams must be taken at USF, given by USF faculty, covering content for the USF major. TABLED FOR RESEARCH
  - **Policy Prep for Reconsolidation** – Dr. Bahr provided the Committee with an update on the efforts to ensure that the policies are consistent for reconsolidation. More information will be shared as available.
  - **Nepotism on Committees** – discussed situations where a husband and wife might both serve on a committee and whether a policy is needed to address this. We need to consider a policy on how students can grieve if an issue arises. NO ACTION NEEDED.
  - **Major Professors and Grad Affiliate Faculty Committee Members** - Further discussion ensued on Major Professors, language and policy for whether it should be departments/schools or academic areas, and how many Affiliate Graduate Faculty can serve on a Committee. Need to address interdisciplinary majors that cross departments and colleges. TABLED FOR RESEARCH.

The following were tabled for a future meeting:

- **Leave of Absence** – if a student is on a LOA and does not return – should the protection from the LOA be invalidated? Is the student still eligible for reinstatement, or does it now become a re-admission (i.e. new admission)?
- **Certificates** – add language to define core (2 graduate courses) and that they should tie into a major
- **Combined Degree Options** – discuss and research situations where a student gets a master’s or Ed.S. on the way to the Ph.D.

## ADMISSIONS REVISION

### Statement of Principles

In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate major to select admissions criteria that best predict success in their specific field and to determine the weight given to each measure. [Graduate programs have the option of admitting students without all required components of the specified admission requirements for the major, if items submitted from the student confirm a likelihood for success in the graduate major.](#)

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or “cut off” scores. Major specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants.\*

### Exception Admission Classification

The University may admit ~~up to 10% of~~ new enrollees as exceptions to the Board of Trustees minimum requirements [and/or to the admission requirements for the major.](#) To be considered for an exception, applicants should present evidence that might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in the discipline for a period of time, etc. Each request for an ~~10%~~ exception must include a statement describing the special circumstances of the applicant [and a brief justification for the exception.](#) It is the discretion of the Major, College, and Office of Graduate Studies to accept exception application requests.