

Subject: Transmission of Proposal for Senate - Cover Page
Date: Wednesday, January 10, 2024 at 2:59:54 PM Eastern Standard Time
From: Qualtrics Survey Software
To: Kenney, Padraic J.

Cover Page

Revision to Senate rules regarding XXX-767; addition of 757

- 1. Purpose for submitting:** *Submitting for approval*
- 2. Type of proposal:** *Campuswide policies (including Senate Rules)*
- 3. Specific action being requested:** *Change*
- 4. Proposer:** *Padraic Kenney*
- 5. Affiliation of proposer:**
- 6. Proposal submitted on behalf of another unit or organization**
 - 6.a. If "Yes," name of the submitting unit/organization:**
- 7. Rationale for proposal:**

The 767 course has been used in a way that contradicts Senate rules (which themselves contain some ambiguity). This proposal resolves the ambiguity; it also addresses the common mis-use of 767 by creating a new course, XXX-757, to be used by students who are planning to take their qualifying exams.
- 8. Does the proposal include a change to the Senate Rules?**

Yes

 - 8.a. If "Yes," what section of the Senate Rules?** *Section 3 - Programs, Courses, and Curriculum Procedures*
 - 8.b. If "Yes," what is the requested effective date?** *Immediately, Upon Senate Approval*
- 9. If asking for feedback, how will the feedback be used?**

Proposal for revision of Senate Rule 3.2.3.3.6 (February 2024)

Current text:

Residency credit for dissertation research after the qualifying examination. Students may register for this course in the semester of the qualifying examination.

Proposed change:

Residency credit for dissertation research after the qualifying examination. Students may register for this course in the semester **after** passing the qualifying examination.

3.2.3.3.6.17 757 Pre-dissertation-Qualifying exam residency credit

Residency credit for ~~dissertation research before~~preparing and taking the qualifying examination. Students may register for one semester of this course in anticipation of completing the qualifying examination during the semester. The course is not repeatable and is not required. (2 credit hours, counts as full-time enrollment).

Rationale:

Once all coursework requirements have been met, doctoral students must take and pass a qualifying examination (QE) which has written and oral components. The time required to prepare for the QE varies considerably from program to program. To provide preparation time students to date have been allowed to register for XXX-767 (Dissertation Residency Credit) the semester of the QE. Students that do not take (or pass) the QE are required to drop 767 and replace it with an equivalent number of, for example, research credit hours. In a significant number of cases however students/programs have failed to submit a drop/add request. Additionally, it has become evident that this use of 767 is not consistent with current University Senate rules.

The current text of Senate Rule 3.2.3.3.6 conflicts with the language in Senate Rule 3.1.2.4.1.1:

... Students are required to enroll in a 2 credit hour course after successfully completing the qualifying examination, XXX-767 (Dissertation residency credit)

Thus, 767 ~~has~~appears to have two different uses according to Senate rules: as a course for the semester of the qualifying exam and as a post-qualifying exam course. ~~To To r~~resolvee ~~theis~~ ambiguity, ~~the~~ Graduate School has proposed a new course, XXX-757. That course will be distinct in use from 767, as students may enroll in it for the semester when they have scheduled the qualifying exam. ~~It will function in the same way as 767, in that its two credits will count as full-time enrollment. Unlike 767, it will not be repeatable; it will also not be required, as students in many programs complete their exams when they are not enrolled over the summer.~~

XXX 757: QUALIFYING EXAMINATION RESIDENCY CREDIT

~~Once all coursework requirements have been met, doctoral students must take and pass a qualifying examination (QE) which has written and oral components. The time required to prepare for the QE varies considerably from program to program. To provide preparation time students to date have been allowed to register for XXX-767 (Dissertation Residency Credit) the semester of the QE. Students that do not take (or pass) the QE are required to drop 767 and replace it with an equivalent number of, for example, research credit hours. In a significant number of cases however students/programs have failed to submit a drop/add request. Additionally, it has become evident that this use of 767 is not consistent with current University Senate rules.~~

~~We are proposing to develop a new course XXX-757: Qualifying Examination Residency Credit. As for in XXX-767, students will register for 2 credit hours of 757 and this will be recognized as full-time enrollment. This course will be graded S/UN and will NOT be repeatable. Students will not be able to register for 767 until the QE is passed. If the QE is not taken or passed while registered for 757 an I or UN grade may be assigned, and enrollment in up to 9 credit hours of alternative coursework will be required in subsequent semester(s) until the QE is passed. At that point an S grade may be assigned to 757 to resolve an I grade; a UN grade will however stand.~~

If approved this course will be assigned to all existing doctoral programs and to new doctoral programs with the appropriate prefix. It will be a program decision whether to use 757. As with 767, there will be no syllabus associated with XXX-757. This course will be restricted to doctoral students ~~that who~~ have completed all coursework requirements and are preparing for the QE. (In most programs, the pre-qualifying coursework requirement is 36 credit hours, but some require more). The course is not required; students in many programs complete their exams when they are not enrolled over the summer.

Revision of Graduate Catalog, Section, “Grades and Grade Changes”, ¶1 and 2:

1. A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student’s graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E (or UN, in the case of 757) on the student’s permanent academic record and adjust the student’s grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the Director of Graduate Studies in the student’s program. Instructors who assign an I grade must file with the student’s Director of Graduate Studies information which includes 1) the name of the student, 2) the course

number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of I grades and the conditions under which they may be removed. All I grades, except for those issued for 757, must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

2. A grade of S (satisfactory) may be recorded for students in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work, in which case a grade of UN (unsatisfactory) will be assigned. The project must be substantially continuous in its progress. All S and UN grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit 748, 749, 757, 767, 768, ~~and 769~~, or in graduate courses which carry no credit. Once a grade other than I, S, or UN has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

2: Commentary: A student who fails the exam while enrolled in 757 would receive a UN grade; if they do not take the exam, they receive an I. A grade of I does not need to be resolved before the exam. Note that in exceptional circumstances students may appeal a grade or grade policy to the DGS and the Dean of the Graduate School; this would apply to the repeatability of XXX-757 as well.

NOTE: This revised proposal was reviewed by Graduate Council on ~~November 30th and~~ unanimously approved: February 8.