

# AMENDMENTS TO EXISTING GRADUATE SCHOOL POLICIES

## REVISED GRADUATE STUDIES FACULTY POLICY EFFECTIVE FALL 2007

The Graduate Council unanimously amended its graduate studies faculty policy to include a provision for “maintenance of graduate faculty status”, effective with the Fall 2007 semester.

The primary change to the existing policy is as follows:

**“Faculty granted permanent graduate faculty status must submit to the Graduate Council an updated curriculum vita every five (5) years. After review of the vita, The Council may revoke graduate faculty status if it is determined that there is insufficient scholarly activity.”**

## GRADUATE STUDIES FACULTY POLICY

### Criteria for Appointment to Levels I and II

The graduate faculty includes only those members of the Southern University faculty appointed by the Dean of the Graduate School, by authorization of the Chancellor of the Baton Rouge campus, and upon the approval of the Graduate Council. Members of the faculty who hold the rank of assistant professor or above at Southern University-Baton Rouge may qualify for appointment to the graduate faculty upon the submission of an application with appropriate documentation of credentials and scholarly accomplishments attached.

Faculty may receive appointment in two categories:

**Graduate Studies Faculty Level I** – eligible to serve as a member on theses and/or dissertation supervisory committees and direct (chair) master’s theses.\*

**Graduate Studies Faculty Level II** – eligible to serve and direct (chair) master’s theses and doctoral dissertations.

### Maintenance of Graduate Faculty Status

Appointment to the graduate faculty may be made provisional or permanent. Provisional appointment is normally given to non-tenured faculty with the rank of Assistant Professor. Provisional appointment is for a maximum period of three years and requires a review of scholarly activity at the end of the provisional period by the Graduate Council for approval of permanent status.

Faculty granted permanent graduate faculty status must submit to the graduate council an updated curriculum vita every five years. After review of the vita, the Council may revoke graduate faculty status if it is determined that there is insufficient scholarly activity.

\* Faculty holding Graduate Studies Faculty I status, with an active record of research and scholarship, may petition the Graduate Council for permission to chair dissertation committees. The petition must include the following: current curriculum vita detailing research activity; endorsement letter from department's GSF Level II faculty; endorsement of Department Chair and College Dean. The Graduate Council, upon review of the petition, may approve the petition for a specific dissertation ONLY, or a temporary period until such time as the faculty member qualifies for GSF Level II status.

### **Adjunct Faculty**

Adjunct graduate faculty status may be granted to individuals hired to teach graduate courses on a temporary and/or part-time basis and faculty from other accredited institutions seeking to serve on supervisory committees for master's theses and/or doctoral dissertations. Faculty from other institutions must submit evidence of graduate faculty status at their home institution.

Individuals hired by academic units as adjunct faculty to teach graduate courses must submit their credentials to the Graduate Council for approval prior to the start of the semester in which they will be instructing.

## **REVISED POLICY TO TRANSFER GRADUATE CREDITS FROM NON-DEGREE STATUS TO DEGREE SEEKING**

### **REVISED POLICY ON COURSE REPETITION**

At its October 14, 2009 meeting, the Graduate Council revisited and amended the above-referenced policies to provide clarification regarding the written content provided in the initial policies: The approved changes are as follows:

#### **Policy to Transfer Graduate Credits from Non-Degree Status to Degree Seeking**

“Credits may be transferred from non-degree status at the university and a regionally accredited university or college in courses where a grade of “B” or better has been earned”

#### **Policy on Course Repetition**

“A student may repeat a graduate course only once for credit and it must be a repeat and delete of the same course enrolled in at the university”.

This policy does not provide a provision for students who fail graduate courses at the university and wish to enroll in a similar course at another university for a repeat/delete. The Graduate School does not have policy agreements with other universities and colleges regarding repeat/delete of graduate courses taken at Southern University-Baton Rouge.

## **REVISED POLICY TO TRANSFER GRADUATE CREDIT FROM OTHER INSTITUTIONS TOWARD A DOCTORAL DEGREE**

### **REVISED POLICY TO TRANSFER GRADUATE CREDIT TAKEN AS A NON-DEGREE STUDENT TOWARD A DOCTORAL DEGREE**

At its December 9, 2009 meeting, the Graduate Council revisited and amended the above-referenced policy to read as follows:

#### **Transfer of Graduate Credit From Other Institutions Toward a Doctoral Degree**

1. Graduate credits may be transferred only from a regionally accredited university or college (a recognized university, if international) and in courses where a student has earned a grade of “B” or better.
2. Graduate credits may be transferred only when they can be reconciled with the requirements of the student’s chosen degree program.
3. For those programs that do not require the master’s degree as a pre-requisite for admission into the doctoral program, a maximum of twenty-seven (27) semester hours may be transferred to substitute for those programs not requiring a master’s degree. The 27 semester hours will not result in a master’s degree being awarded by this institution and cannot be used as substitute courses in doctoral programs.
4. A maximum of six (6) hours of doctoral level courses taken at a doctoral degree granting institution may be transferred provided that:
  - Those six credit hours are comparable to courses listed on the student’s plan of study
  - Those six credit hours are at an age that will render them no more than five years old at the time of initial enrollment in the doctoral program
5. Only graduate level courses (500 level and above) may be transferred.
6. Credits that were previously used toward a degree (other than the 27 credits described in item “3” above) cannot be applied toward another degree.
7. A transfer of credit application form with approvals by a department advisor and chairperson, official transcripts and a plan of study must be submitted to the Graduate School for approval no later than the end of the first semester of enrollment in a graduate degree program.

***Please note:***

*\*Extension courses taken at Southern University and/or institutions may not be transferred as graduate credits or used toward a graduate degree*

*\*Graduate credits will not be officially transferred without a fully executed application form, appropriate supporting documents and the required approvals as outlined in this policy.*

## **Transfer of Graduate Credit Taken as a Nondegree Student Toward a Graduate Degree**

1. Graduate credits may be transferred only from a regionally accredited university or college (a recognized university, if international) and in courses where a student has earned a grade of “B” or better. Those credits must be at an age that will not render them to be more than seven years at the time of graduation.
2. Graduate credits may be transferred only when they can be reconciled with the requirements of the student’s chosen degree program.
3. A maximum of twelve (12) hours of graduate courses, taken while enrolled as a nondegree student may be transferred toward a degree provided that the ages of the courses being transferred will not exceed seven years at the time of graduation.
4. Only graduate level courses (500 level and above) may be transferred.
5. Credits that were previously used toward a degree (with the exception of the twenty-seven (27) credits permitted for doctoral students to meet the requirement of completing a master’s degree) cannot be applied toward a second degree.
6. A transfer of credit application form with approvals by a departmental advisor, chairperson, official transcripts and a plan of study must be submitted to the Graduate School for approval no later than the end of the first semester of enrollment in a graduate degree program.

### ***Please note:***

*\*Extension courses taken at Southern University and/or institutions may not be transferred as graduate credits or used toward a graduate degree*

*\*Graduate credits will not be officially transferred without a fully executed application form, appropriate supporting documents and the required approvals as outlined in this policy.*