

Minimum Guidelines for Graduate Education at the College of Business University of Louisville

Revised
Approved by COB Graduate Program Director Committee
Approved by the Graduate Council

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Minimum Guidelines for Graduate Education

To ensure high quality graduate education programs, the College of Business sets the following minimum guidelines for admission and performance of graduate students, for faculty involvement in graduate education and for proper academic administration. The faculty of the College of Business establish and publish this set of policies and procedures for its graduate programs in the university catalog. The guidelines for graduate education for College of Business will be maintained in the Graduate School.

I. Academic standards for students in graduate programs

A. Admissions standards

1. All applications for graduate program admissions shall include: (a) a completed application, (b) an application fee, (c) standardized test results (optional for master programs, but mandatory for doctoral program). (d) official transcript(s) for all previous post-secondary coursework, and (e) at least two letters of recommendation. All transcripts not in English must be certified as authentic and translated verbatim into English.
2. The minimum requirement for admission into a graduate program is the baccalaureate degree or its equivalent from an accredited institution. No applicant with a grade-point average of less than 2.50 will be admitted to a program of graduate study without permission from the Vice Provost for Graduate Affairs.
3. Unconditional admission in good standing to degree seeking status shall be made only if all application materials have been received, and all admission credentials meet the College of Business published standards.
4. Any provisional or special conditions acceptance shall be made on an individual basis and shall require a statement of the rationale for the exception, plans for monitoring progress and performance and stated success criteria. Such justification must be provided in writing and must be accepted by the faculty and Dean of the enrollment unit and approved by the Vice Provost for Graduate Affairs. This will allow consideration of special circumstances in which the potential for high quality graduate performance has been clearly demonstrated by other means.

B. Academic Performance

1. College of Business shall establish and publish in the university catalog current curricular and program offerings which include all requirements for degrees.
2. College of Business shall establish and publish in the university catalog a minimum grade point average requirement and any other performance criteria for maintenance of good standing and progress toward degree.

3. Any student who does not satisfy the published performance criteria shall be placed in probationary status. Any student who remains in probationary status for two consecutive terms status may be considered for dismissal from the program.
4. Students receiving graduate assistantships (teaching, research or service) shall be provided adequate training and shall be required to understand and adhere to University policies related to these areas. The performance of teaching, research and service duties by such students shall be periodically evaluated. Students with teaching assistantships shall be evaluated annually.
5. Students who fail to meet performance goals or who do not meet other requirements as outlined in the admission letter, program requirements or the university's catalog may be subject to academic dismissal from their programs.

C. International students

1. All international students shall comply with regulations of the U.S. Department of Immigrations and Customs, its Student and Exchange Visitor Program and all related policies of the University of Louisville International Center.
2. All international students must be registered with the University of Louisville International Center and must present evidence of financial resources adequate to support their educational and living expenses in the United States for the duration of their studies.
3. International students for whom English is not their primary language must show English language proficiency by demonstration of a specified level of proficiency on the TOEFL or IELTS examination or by demonstration of a degree award from an acceptable English language institution.

D. Academic program administration

1. Policies for administration of academic programs shall be promulgated by the Dean of the Graduate School following appropriate consultation with: (1) an advisory body of deans or their designees, (2) directors of graduate programs, (3) representatives of the Graduate Student Council and/or (4) the Graduate Council. Final approval of these guidelines shall be made by the University Provost.
2. These administrative policies shall be published in the university catalog, and shall include policies and procedures for: the academic calendar and catalog maintenance, requirements for maintenance of good academic standing, course, credit and degree requirements, grades and grading policies, honors and awards, requirements for theses and dissertations, residency policies, and policies for award of stipends, benefits, tuition and fee remission.

E. Conflict resolution

1. Any student who believes they have been treated unfairly, discriminated against, or has had rights abridged may seek resolution of this conflict. Students, faculty and administrators shall first seek to resolve the matter through informal discussion and through administrative channels, and through the University Student Complaint Process. Should the complaint result in an academic grievance, a student may initiate a grievance at the unit level within one year of the event giving rise to the complaint. All grievance procedures shall be conducted in accord with Redbook Section 6.8.

II. Faculty Participation in Graduate Education

A. Certification for teaching graduate level courses.

1. Faculty who participate in teaching graduate level courses shall meet the requirements of the University of Louisville Faculty Credentials Policy. This policy is consistent with the guidelines of the Southern Association of Colleges and Schools which state that faculty teaching graduate and post-baccalaureate course work should have an earned doctorate/terminal degree in the teaching discipline or a related discipline. In accordance with AACSB guidelines, College of Business may consider other qualifications (e.g., work experience, research) when determining whether a person is qualified to teach graduate level courses. Such exceptions must be documented and approved by the Associate Dean for Programs. Documentation of faculty teaching credentials must be maintained by the Office of the Dean of the academic unit.
2. Certified full-time graduate teachers may teach outside of their unit with approval of the program within that unit.

B. Certification for membership to the Graduate Faculty

1. Membership to the Graduate Faculty requires certification for teaching graduate level courses as described above, as well as certification to serve as a member of a thesis or dissertation committee member or as a committee chair.
2. Faculty need to be nominated by the program director, reviewed and approved by disciplinary department chair and the Dean of the College of Business for Graduate Faculty status. Faculty certified for Graduate Faculty status shall be evaluated periodically by the program director for continuation of such status. The College of Business will forward the graduate faculty list to the Dean of the Graduate School annually for publication in the Graduate Catalog.
3. Faculty who chair doctoral dissertation committees shall, in addition to the above requirement: a. Show evidence of active research, scholarship or creative activity, as defined by the faculty of the academic unit. b. Have this responsibility specified in the annual faculty work plan. c. Shall make provisions for continuous availability of student mentoring.
4. Faculty who serve as dissertation committee members shall in addition show evidence of experience in independent research, scholarship or creative activity, or may be

appointed because of specific professional expertise of value to the student's program. With the approval of the COB PhD committee and the Dean of the COB, evidence of professional expertise can be established by meeting the COB requirements to be judged PQ ("professionally qualified"), as set forth in its AACSB qualifications.

5. Doctoral dissertation committees shall be composed of a minimum of four graduate faculty members and masters' thesis committees a minimum of three members. One of the members of the doctoral committees shall come from outside the program. If the outside member does not have a primary appointment to a University of Louisville faculty, but is otherwise qualified, this person shall be granted ad hoc approval to participate in graduate education for the specific course or committee in question. A PhD committee may consist of a max of 5 members and that external members can comprise up to 50% of the committee. All dissertation and theses committees shall provide sufficient expertise in the area of study and sufficient faculty availability for necessary student guidance.
6. Faculty certified for participation in doctoral education or for service as a doctoral committee member shall be evaluated periodically for continuation of such status. The criteria for certification and continuation in graduate faculty and committee member status shall be the annual review process, at which time faculty will be judged on their achievements during the prior 5 years.
7. Exceptions to these guidelines for involvement with graduate education at the doctoral level must be documented and approved by the College of Business PhD Committee, by the Dean of the COB, and by the Dean of the School of Interdisciplinary and Graduate Studies.
8. Members of the Graduate Faculty may serve as committee chairs or committee members for graduate students outside of their unit with approval of the student's enrollment unit.
9. If a prospective committee member does not meet the standards for a graduate faculty appointment in the student's enrollment unit, but brings professional expertise or value to a student's program, this person may be granted ad-hoc membership to the Graduate Faculty by the Dean. This pertains to persons from outside the university, as well as faculty and staff employed by the university.
10. Exceptions to these guidelines for involvement with graduate education at the masters' and doctoral level must be documented and approved by the Dean and approved by the Vice Provost for Graduate Affairs.