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Minimum Guidelines for Graduate Education at the University of Louisville College of Education and Human Development

Approved by CEHD Faculty
Revised by CEHD Faculty
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Revised by CEHD Faculty
Approved by Graduate Council

3/3/09
8/20/2013
12/09/2014
10/23/2018
7/16/2019
12/3/2019
10/26/2021

Minimum Guidelines for CEHD Graduate Education

To ensure high quality graduate education programs, the University of Louisville and the College of Education and Human Development (CEHD) maintain 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 Education and Human Development has the academic authority and responsibility to establish rigorous and effective admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for the granting of degrees for programs within the unit. (*Redbook* Section 3.3.2.)

The faculty of the College of Education and Human Development establishes and publishes, in the university catalog, its own set of policies and procedures for its graduate programs. The College and its individual graduate programs may adopt policies that are more stringent than those set forth in U of L's Board of Trustees approved Minimum Guidelines for Graduate Education but may not establish standards that are lower.

I. Academic standards for students in graduate programs of the College of Education and Human Development (CEHD)

A. Admissions standards

1. All applications for graduate program admissions shall include the required admissions requirements listed below. Individual graduate programs may have additional or more stringent requirements for admission. Admission decisions are holistic and are based on the following criteria.
 - a) completed application
 - b) application fee
 - c) results from the Graduate Record Exam is required for Ph.D. and Ed.D. programs and may be required for selected master's degree program admission. For the Master of Arts in Teaching degree, applicants must meet the Kentucky state certification testing requirements.
 - d) official transcript(s) for all previous post-secondary coursework: All transcripts not in English must be certified as authentic and translated verbatim into English
 - e) at least two letters of recommendation

In addition to the admission requirements listed above, individual programs may require the following:

1. professional goals statement
2. current resume or vitae
3. teaching certificate or statement of eligibility
4. experience in the field of study
5. signed Code of Ethics forms

Admission requirements for all CEHD graduate programs are located in the Graduate Catalog: <https://catalog.louisville.edu/graduate/programs-study/>

2. The minimum requirement for admission is the baccalaureate degree or its equivalent from an accredited institution. Most doctoral programs require applicants to document successful completion of a master's degree.

The minimum undergraduate grade point average (GPA) that will be considered for unconditional acceptance and admission is 2.5 out of 4.0. Selected or competitive admission CEHD programs may require higher GPAs for unconditional admission.

3. Unconditional admission in good standing to degree seeking status shall be made only if all admission credentials have been received, evaluated to meet the program's published standards, and approved by the appropriate program faculty.

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 a statement of the success criteria. Such justification must be provided in writing and must be accepted by the faculty and Dean of the College of Education and Human Development. This will allow consideration of special circumstances in which the potential for high quality graduate performance has been clearly demonstrated by other means. Admissions committee faculty reserve the right to place admission conditions on any applicant to promote success in the graduate program.

4. 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.

B. Academic Performance

1. Current curricular and program offerings, including all requirements for degrees, are published in the university catalog, which is available at <http://louisville.edu/graduatecatalog/degree-programs/graduate-degree-programs.html>
2. The minimum grade point average (GPA) requirement for good standing in Master's and Doctoral programs is 3.00. Other performance criteria for maintenance of good standing and progress toward degree in the College of Education and Human Development and the individual academic programs are found in the university catalog, which is available at <http://louisville.edu/graduatecatalog/academic-policies-and-requirements>
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. Academic program administration.

D. Academic 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, which is available at <http://graduate.louisville.edu/pubs/graduate-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 that he or she has 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.
2. The College of Education and Human Development Student Academic Grievance Procedures are posted on the College's website at the following web address. <http://louisville.edu/education/Student-Academic-Grievance-Procedures.pdf>

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. However, units 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 Dean of the appropriate academic unit. Documentation of faculty teaching credentials is maintained by the Office of the Dean of the academic unit.
2. Certified 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 who serve as members of a thesis or dissertation committee must have experience in independent research, scholarship or creative activity. The College of Education and Human Development shall certify eligibility of faculty for participation on dissertation and thesis committees and shall forward committee rosters upon appointment and upon any changes to the Dean of the Graduate School.

3. Faculty who serve as the chair of a student's committee must be currently active in research, scholarship or creative activity, as defined by the CEHD faculty. This responsibility should be specified in the annual faculty work plan and the annual review document. The faculty member shall also make provisions for continuous availability of student mentoring.
4. Each Academic Unit must establish the process by which individuals are nominated and approved for Graduate Faculty status. Each Unit shall publish its criteria for participation in graduate education and the process for periodic evaluation for continuation of such status in the unit's minimum guidelines for graduate education. Each Unit will forward the graduate faculty list to the Dean of the Graduate School annually for publication in the Graduate Catalog.

C. Graduate Faculty Status

1. Graduate Faculty Status shall be required for those individuals who teach graduate level courses or who serve on program or dissertation/thesis committees. Additional criteria shall be required to chair program or dissertation/thesis committees.
2. Graduate Faculty Status is initiated by a letter from the respective Department Chair to the CEHD Dean requesting Graduate Faculty Status for a faculty member in the department based upon the criteria noted below. The Chair's written recommendation to the Dean shall contain the Chair's determination of a faculty member's Graduate Faculty Status (see review criteria in Section E below). The Chair's letter should cite evidence of the particular relevant criteria for Graduate Faculty Status. The faculty member's vita shall also be included.
3. The Dean for the CEHD rules on these recommendations from the chairs of the CEHD departments and forwards these decisions on Graduate Faculty Status to the Graduate School for approval and recording.

D. Graduate Faculty Status

1. The four general categories of criteria that will qualify individuals for graduate faculty status are:
 - a. A faculty member holding an earned doctorate/terminal degree and employed full-time in a tenure track position; or
 - b. A faculty member holding an earned doctorate/terminal degree and is employed in a full-time recurring or multi-year non-tenure track position with teaching and advising responsibilities; or
 - c. A faculty member is from another institution, holds an earned doctorate/or terminal degree, and teaches graduate courses and/or serves on doctoral dissertation committees at his/her respective institution; or
 - d. An individual with or without a terminal degree, usually from another institution, who has special expertise to teach a graduate course or serve on a dissertation committee.

In cases II.D. 1. c. and d., the department chair shall nominate the person to hold

graduate faculty status, and the dean of the College of Education and Human Development shall make the final determination.

In addition to meeting one of the criteria listed above for Graduate Faculty Status, the following criteria will be applied to faculty members chairing a dissertation:

- a. The faculty member will have served as a co-chair on at least one successfully completed doctoral dissertation.
 - b. The faculty member will have demonstrated an active research agenda, scholarship, or creative activity as evidenced by the annual work review.
2. Faculty members holding graduate faculty status shall be evaluated periodically for continuation of such status. The faculty annual review process will be used to evaluate graduate faculty status. The Chair's written recommendation to the Dean of the faculty annual career review (CEHD Personnel Policies and Procedures, Section 3.2.B.2) will contain the Chair's determination of the faculty member's Graduate Faculty Status. A Satisfactory review will be sufficient for continuation of of Graduate Faculty Status.
- a. Periodic reviews of graduate faculty status will be conducted by the chair during the faculty annual review and forwarded to the Dean.
 - b. The Dean's annual review letter to faculty will contain the Graduate Faculty Status determination.
 - c. Appeals of graduate faculty status review are to be first reviewed by the CEHD Personnel Committee who makes a recommendation to the Dean. The Dean then informs the faculty member of the results of this appeal. If any further appeal is desirable the faculty member shall use the University Grievance Process.
3. 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; a committee member from another institution may fulfill this requirement. All dissertation and theses committees shall provide sufficient expertise in the area of study and sufficient faculty availability for necessary student guidance.
4. 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.
5. 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 of the student's enrollment unit. This pertains to persons from outside the university, as well as faculty and staff employed by the university.
6. Exceptions to these guidelines for involvement with graduate education at the masters' and doctoral level must be documented and approved by the Dean of the enrollment unit and approved by the Vice Provost for Graduate Affairs.