

Minutes of the Graduate Academic Council meeting on 10/4/21, 11:30 AM via Zoom

<https://albany.zoom.us/j/93081726775?pwd=SDVjNFZEMUhPR2FWWExUL1h2SCsrdz09>

Approved by the Council by vote of 8-0-0 on 11/2/2021.

In attendance: G. Berg (Chair), S. Appe, A. Dawson, K. Colvin, O. Lunin, G. Massara, J. Napoleon, E. Pacer, E. Rich, K. Stanwicks, K. Williams (ex officio member), S. Kent (staff), J. Deden (staff), C. Davis (staff)

Guests: Bob Griffin and Alex Greer (EHC); Tim Sergay, University Senate Chair; Jessica Lansing and Ashley DeSantis (Registrar's Office); Kathie Winchester (UGE), Rachael French (Registrar's Office)

1. Introductions of all in attendance
2. Approved this GAC Agenda
3. Approval of the minutes of the GAC meeting of 5/3/2021 - 10-0-0
4. Dean's Report – Dean Williams welcomed the returning and new GAC members for this academic year. There has been a great start to the term. He indicated that there is no new information other than what has been reported during the various town halls and President and Provost's council meetings. No questions asked by GAC.
5. Chair's Report – Chair Berg indicated that he would come back to his report after we have reviewed the agenda items. He discussed the importance of GAC and encouraged members to bring any issues to our meetings and consider leadership positions in the future.
  - Time Sergay spoke and encouraged members to consider committees and councils within Senate.
1. GAC Standing Committees and Chairs for 2021-22
  - Colleen discussed the committee memberships for both CCI and CA&AS. She will circulate the membership to GAC. A chair is still needed for CCI; Kabel is willing to continue as chair of CA&AS, unless someone else is interested. We will discuss at our committee meetings and notify GAC.
2. Proposal Review: Emergency Management and Homeland Security MS
  - Due to the chairs position in CEHC, Susan Appe served as temporary chair regarding the proposal.
  - Alex Greer from EHC discussed the proposal briefly, along with Dean Bob Griffin. Questions from GAC were asked. There was a concern regarding cross-listed courses and how it would affect Rockefeller programs. All the core courses are offered through CEHC; within the concentrations, students have options of complete cross-listed Rockefeller courses, but the rest are through CEHC. This new program was built with the EHC Certificate in Graduate Study (CGS) in mind; the intent was to cross-list all possible courses, but have the core courses be offered through CEHC. The program allows for flexibility and to obtain a tailored degree through the concentrations. The next question concerned available faculty funding based on the projected enrollment numbers. CEHC is currently recruiting tenure track faculty now, but will supplement with fulltime lecturers and adjuncts as needed. The numbers are realistic; there is a pent up demand

for this program. If tenure track positions are not available, CEHC will backfill sections with adjuncts. They have built the courses to be taught consistently from section to section, regardless of who is teaching the course. Because CEHC grew quickly at the undergraduate level, they have a deep list of adjuncts they can utilize.

- Vote to approve program: 9-0-1
  - There was a follow up question after the vote regarding possible decline in enrollment numbers for the Masters in Public Administration (MPA) program. Kevin indicated that we can watch for this, but feels the recent changes to the MPA program should help recruitment in the MPA program, so that possible movement of potential students from MPA to CEHC would be negligible. The program was designed not to poach from other schools or colleges at UAlbany. George suggests keeping an open line of communication with the deans to discuss if potential enrollment numbers are affected.
3. Transfer Credit Policy Proposal
- Colleen presented this proposal (full proposal at the end of meeting minutes). There was discussion on what constitutes “post-matriculation.” It was suggested to add the GPA requirement (define good standing) within the policy and potentially add that it must be within the term they are taking the course. There was further discussion on potential scenarios for students.
  - Vote: 8-0-1
4. Incomplete Grade Time Limit Policy Proposal
- Colleen presented this proposal (full proposal at the end of meeting minutes). Discussion on the exceptional courses that would not have an expiration (proposal included thesis and dissertation; suggestion was to include all capstone courses). There are students who receive incomplete grades in labs and the lab may not be offered again for possibly 2 years. Exceptions would exist where faculty could request additional extensions. Colleen provided the history of thesis courses and why they are currently excluded from the semester Incomplete Grade Reports.
  - Colleen requested the proposal be tabled so she could review it again in conjunction with the Registrar’s Office, to incorporate the questions/concerns of GAC. She will recirculate to GAC for feedback. It was suggested that the new document include written policy, so it can be sent to the Senate for review.
5. Any Other Business

Meeting adjourned at 12:31PM without opposition.

Next meeting 11/2/21 10:30am

GAC 2021-2022 Membership Roster

Senator?	Name	Council/Committee	TF/PF	Title/Rank	School/Unit	Term Start	Term End	
		* GAC: Graduate Academic Council: 6 - 8 TF (2 of whom must be Senators and 1 must be a member of the library staff); 1 PF; 1-3 GSA; 1SA						
Senator	Dawson, Alec	GAC	TF	Professor	CAS/History	2020	2022	
Library/ Senator	Stanwicks, Kabel Nathan	GAC	TF	Senior Assistant Librarian	University Libraries	2020	2022	
Senator - 1yr term re:chair	Berg, George (Chair)	GAC	TF	Associate Professor	CEHC	2021	2022	
	Rich, Eliot	GAC	TF	Associate Professor	ISBA, School of Business	2021	2023	
	Colvin, Kim	GAC	TF	Assistant Professor	SOE/Ed Psychology & Methodology	2021	2023	
	Appe, Susan	GAC	TF	Assistant Professor	Rockefeller			volunteer
	Lunin, Oleg	GAC	TF	Associate Professor	CAS/Physics			volunteer
	Napoleon, Jaclyn	GAC	PF	Director of Graduate Recruitment & Admissions	Rockefeller College of Public Affairs & Policy	2021	2023	
	Gill, Andrew	GAC	GSA	Graduate Student		2021	2022	
	Massara, Gregory	GAC	GSA	Graduate Student		2021	2022	
	Pacer, Emily	GAC	GSA	Graduate Student		2021	2022	
Support ex officio	Colleen Davis	GAC	Support	Dean of the Graduate School's designee		N/A	N/A	
		GAC	ex officio (non-voting)	Dean	Graduate Studies	N/A	N/A	

	Williams, Kevin							
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Graduate Academic Council  
2021 - 2022  
9-13-21

Committee Memberships  
Draft for GAC consideration

GAC Committee on Curriculum & Instruction (CC&I)

Assistant Graduate School Dean Colleen Davis, staff

Susan Appe	Teaching Faculty	Public Administration & Policy	GAC Member
Andrew Gill	PhD Student	Philosophy	GAC Member
Haijun Chen	Teaching Faculty	Biology	Returning Volunteer
Kim Colvin chair)	Teaching Faculty	Educational Psychology	GAC Member (willing to
Eliot Rich	Teaching Faculty	ISBA, School of Bus	GAC Member
Jeannette Sutton	Teaching Faculty	CEHC	Returning Volunteer
Ilka Kressner (Fall only)	Teaching Faculty	Spanish	Returning Volunteer

GAC Committee on Admissions & Academic Standing (CA&AS)

Assistant Graduate School Dean Shanise Kent, staff

Kabel Stanwicks **	Teaching Faculty	University Libraries	GAC Member
Alec Dawson	Teaching Faculty	History	GAC Member
Oleg Lunin	Teaching Faculty	Physics	GAC Member
Jaclyn Napoleon	Professional Staff	Rockefeller	GAC Member
Emily Pacer	Graduate Student Association		GAC Member
Sylvia Roch	Teaching Faculty	Psychology	Returning Volunteer
Ryan Torn	Teaching Faculty	ATM	Returning Volunteer

\*\* Chair

# Transfer Credit Policy Proposal

**Proposal:** Add language to the existing policy, indicating that students must be in good academic standing if they are pursuing transfer credit after matriculating into a graduate program at UAlbany.

**Justification:** Graduate students who are not in good academic standing have GPAs below the 3.0 requirement. Since transfer credit does not transfer the grade back into the student's program, the student's GPA is not affected by the transfer credit. To raise the GPA, students need to take graded courses at the University at Albany. The transfer credit may fulfill the overall credits required for the program but will not help the student achieve the 3.0 GPA requirement. By adding this language to the existing policy, we hope to deter students from potentially wasting resources and time on courses that will not raise their GPA to the 3.0 requirement.

**Existing policy with suggested language in red:**

[https://www.albany.edu/graduatebulletin/requirements\\_degree.htm#transfer\\_credit\\_regulations](https://www.albany.edu/graduatebulletin/requirements_degree.htm#transfer_credit_regulations)

## Transfer Credit Regulations

1. Courses completed before entering graduate study at this University for which transfer credit is desired should be presented to the program faculty for consideration upon admission.
2. Candidates in graduate programs at this University are requested to receive the approval of their advisors or of the Dean of The Graduate School before registering for courses at other colleges if they plan later to present them for transfer credit.
3. **Candidates in graduate programs at this University must be in good academic standing if they are requesting to pursue transfer credit post matriculation.**
4. Courses presented must be appropriate to the student's graduate program.
5. Courses presented must have been given by an accredited institution authorized to grant graduate degrees.
6. Courses presented must be graduate courses, that is, applicable to a graduate degree at the institution offering them.
7. Graduate courses presented for transfer credit completed while the student was in undergraduate status shall be eligible for transfer only upon receipt of documentation from the institution certifying that such course work was not used to fulfill undergraduate degree requirements at that institution.
8. Courses presented must be completed with grades of B or better.
9. Unless submitted as part of the application for program admission, an official transcript of the student's record in the course(s) presented for transfer credit should be sent to The Graduate School, State University of New York at Albany, 1400 Washington Avenue, Albany, New York 12222.
10. An official description of the course(s) should accompany the request for transfer credit.
11. Courses accepted for transfer credit are not used in computing the student's academic average.

12. Requirements for the satisfactory completion of research seminars, theses, field courses, clinical courses, student teaching, internships and practicums may not be satisfied by courses taken at other institutions, and they are not eligible for transfer credit for these purposes.
13. Subject to Resident Study Requirements as defined above, no more than 30% of the graduate program credits required in one pursued (or concurrently pursued) graduate degree or certificate program shall be accepted/applied from an initial program at that same credential level.
14. If a graduate program requires an earned master's degree as an application requirement (from a regionally accredited institution of higher education or from an institution authorized by the Board of Regents to confer degrees), transfer credit cannot be granted from that master's program into a University at Albany graduate program. Such master's credits are considered preparatory for entry into the graduate program and therefore cannot additionally be used to satisfy curricular requirements for that graduate program. Prior graduates of University at Albany master's degree programs who have taken coursework included in the newly admitted graduate program curriculum as part of the earned master's used for admission will need to register for more advanced coursework to fulfill the curricular requirements.

## **Incomplete Grade Time Limit Policy Proposal**

*Proposal:* Institute an overall time limit of 1 year for all Incomplete grades, except Master's thesis or Doctoral dissertation courses.

*Justification:* Faculty members who have assigned incomplete grades to students have to continuously extend the incomplete grades each semester after the initial incomplete grade was assigned. Students have extenuating circumstances that require extended time to complete the course requirements, but extending it beyond the initial time frame requires continued faculty resources.

*Graduate I grade definition in the Graduate Bulletin:*

*Incomplete:* A tentative grade given only when the student has nearly completed the course but due to circumstances beyond the student's control the work is not completed on schedule. The date for the completion of the work is specified by the instructor. The date stipulated will not be later than one month before the end of the session following that in which the Incomplete is received. The grade *I* is automatically changed to *E* or *U* unless work is completed as agreed between the student and the instructor.

*Discussion Points:*

- Incomplete grades should only be assigned when the student has nearly completed the course. By extending beyond a year, students may not retain the course competencies necessary to complete the missing requirements. Students should not be informally attending the course again in future semesters in order to finish incomplete grades from prior terms.
- Continued faculty resource obligations
- An undergraduate policy exists, so creating a graduate policy would be consistent. The undergraduate policy appears below, with the relevant text highlighted.
- There is no time limit regarding grade changes.



***Undergraduate Bulletin Policy:***

***Incomplete Grade Policy (amended effective Fall 2020 and will apply to all undergraduate Incompletes issued Fall 2020 and thereafter)***

*I*: Incomplete. A grade of *I* is a temporary grade assigned at the discretion of the instructor when a student has been unable to complete a class for reasons which are considered to be extenuating and beyond the student's control. These reasons must be documented at the time of the request. Incomplete grades do not count toward graduation.

Undergraduate students taking graduate level classes will be subject to the Graduate Incomplete Policy for the graduate class.

*Incomplete grades should ONLY be assigned:*

1. When a student makes a direct request to the instructor;
2. The student's work to date is passing;
3. An illness or other extenuating circumstance prevents completion of required work by the due date;
4. Required work may reasonably be completed in an agreed-upon period (not to exceed the maximum allowable time for the completion of work as stated in the Timeline for Incomplete Grades), and does not require the student to retake any portion of the class.

If all of the above four criteria are not met, the student should be graded according to the work completed for the class, even if this means recording a failing grade.

Students and instructors should be mindful that making up work can be extremely difficult given the workload of a new semester.

*Incomplete grades should NOT be assigned:*

- To students who do not make a direct request to the instructor
- As a substitute for a failing grade
- Where the student's performance to date clearly indicates an inability to complete the class as defined in the original syllabus

- If the student did not attend or stopped attending
- As a means of allowing a student to raise their grade by completing additional work not assigned to other students
- If re-enrollment is required for successful completion of the class

### *Timeline for Incomplete Grades*

The maximum allowable time for the completion of work related to an Incomplete is:

- Fall and Winter: convert to failing grades in April of the following Spring semester – dates and deadlines to be communicated by the Registrar's office
- Spring and Summer: convert to failing grades in November of the following Fall semester – dates and deadlines to be communicated by the Registrar's office

Dates and deadlines will be listed on the Academic Calendar and communicated by the Registrar's Office.

Instructors may require that work be completed in advance of the deadline.

Questions about incomplete grades should be addressed to the instructor. If an incomplete grade is agreed upon, the instructor is responsible for entering the incomplete grade in the grade roster during final grading, as well as changing the grade to a final grade by the incomplete grade deadline. See Guidelines for Instructors for more information on entering and changing grades. If an instructor is no longer available, the chair of the department or dean of the school/college, in which the class was offered, is authorized to supervise completion of the work and to submit the appropriate grade change request.

Any grade of *I* existing after the stated deadline shall be automatically changed to *E* or *U* according to whether or not the student is enrolled for *A–E* or *S/U* grading. Except for extenuating circumstances approved by the Office of the Vice Provost for Undergraduate Education, these converted grades may not be later changed.

(NOTE: Students receiving financial assistance through state awards should refer to Academic Criteria for State Awards in the expenses and financial aid section of this bulletin before requesting grades of *I*.)