The 4th meeting of the Graduate Assembly for the 2017-2018 academic year will be held on Wednesday, March 28, 2018, at 1:30 PM in the Lee Jamail Academic Room, Main Building, Rm 212.

Order of Business

I. Approval of the minutes of the February 14, 2018 meeting

II. Report of the Dean of the Graduate School, Mark J T Smith

III. Report of Chair (Hal Alper)

IV. Academic Committee (James Cox)
   A. Report: Committee recommendations regarding Graduate School policy for graduate certificate programs
   B. Report: Updates to Option III Guidelines (Revised 2016)

V. Administrative Committee (Darla Castelli)

VI. Admissions and Enrollment Committee (Catherine Weaver)
   A. Proposal to waive the GRE for select applicants to the Master of Science in Marketing (Option III) and Master of Science in Finance (Option III) programs
   B. Proposal to waive the GRE for select applicants to the Option III Online Master of Science in Nutritional Sciences (MSNS) program

VII. Graduate Student Assembly (Regina Mills)
   A. Briefing on Graduate Student Labor Conditions (Matthew Bendure and Sarah Carlson)

VIII. Adjournment
Graduate Certificate Policy, Preliminary Report of the Academic Committee

March, 2018

The Graduate School asked the Academic Committee to recommend policy guidelines for the delivery of graduate certificate programs at UT Austin. We would like the members of the Graduate Assembly to share this draft of a policy with the faculty in your units and provide the Academic Committee (James Cox: jhcox@austin.utexas.edu; Michelle Broadway: mbroadway@austin.utexas.edu) with feedback by April 10, 2018.

We also seek your input and the input of the faculty in your units on a related issue. Current policy in the 2017-2019 Graduate Catalog reads:

Graduate non-degree-seeking students who later are admitted to graduate degree-seeking status may petition to have applied to the master’s degree up to six semester hours of graduate credit earned while he or she was a graduate non-degree-seeking student.

Six semester hours equate to 20% of a 30-hour degree. The Academic Committee considered an increase in this percentage for students who complete requirements of a graduate certificate program while enrolled in non-degree-seeking status. However, we could not reach a consensus on whether an increase for this subset of students would be appropriate and, if so, how much to increase it.

DRAFT GRADUATE CERTIFICATE POLICY/CATALOG TEXT

Transcript recognized graduate certificate programs offer a non-degree credential for completing a structured sequence of courses designed to meet identified workforce needs and/or to provide students with skills and/or knowledge that shall be useful for their lives or careers. Students enrolled in a graduate degree program at UT Austin may apply for admission to a graduate certificate program through the academic unit sponsoring the certificate. Some certificate programs, however, are available to non-degree-seeking students, and persons who have earned a bachelor’s degree or higher may apply for admission to those programs by submitting required materials to the Graduate and International Admissions Center (GIAC).

Each graduate certificate program is sponsored and administered by a Graduate Studies Committee (GSC) that is identified in the certificate program proposal. The GSC is responsible for determining the program curriculum, publishing a program description in the Graduate Catalog, processing applications for admission, tracking and evaluating student progress, and reporting program completion to the Graduate School.

Certificate program requirements are described in the Graduate Catalog section of the academic unit sponsoring the program.
The general requirements for graduate certificate programs described below set a minimum standard; however, individual programs may impose additional requirements.

- To earn a graduate certificate, students must complete 9-29 hours of graduate-level coursework that has been approved by the program faculty.
- All coursework used to satisfy certificate requirements must be completed within a six-year period with a grade of "C" or higher.
- In addition, students must earn a grade point average of at least 3.00 in courses used to satisfy certificate requirements.
- A minimum of 9 credit hours and 50% of the coursework required for a graduate certificate must be completed in residence at the University.

Students receive recognition on the University transcript at the end of the semester when requirements of a graduate certificate program are completed.

**POLICY DETAILS FOR CONSIDERATION**

1. **Proposed credential and alignment with the University's mission:**

From the Graduate Catalog 2017-2019:

*The mission of the University of Texas at Austin is to achieve excellence in the interrelated areas of undergraduate education, graduate education, research, and public service.*

*The University provides superior and comprehensive educational opportunities at the baccalaureate through doctoral and special professional educational levels. It contributes to the advancement of society through research, creative activity, scholarly inquiry, and the development and dissemination of new knowledge, including the commercialization of University discoveries. The University preserves and promotes the arts, benefits the state's economy, serves the citizens through public programs, and provides other public service.*

Graduate certificate programs support the University's mission by offering a non-degree credential for completing a structured sequence of courses that are specifically designed to meet identified workforce needs and/or to provide students with skills and/or knowledge that shall be useful for their lives or careers.

2. **Curricular requirements:**

The curricular requirements of a graduate certificate will be established by the Graduate Studies Committee (GSC) administering the program.
Graduate certificates require completion of 9-29 credit hours of graduate-level coursework that have been approved by the program faculty.

Students must earn a minimum grade of "C" in courses used to satisfy certificate requirements.

Students must earn a grade point average (gpa) of at least 3.00 in courses used to satisfy certificate requirements.

Individual certificate programs may set higher grade point average requirements for all or a portion of their students' coursework.

3. Admissions requirements:

Degree-seeking graduate students at UT Austin may seek a certificate within or outside of their primary area of study/major. Standard Graduate School admissions requirements for degree-seeking and non-degree-seeking students apply.

General requirements for admission to a graduate degree-seeking program include the following:

1. A bachelor's degree from a regionally accredited institution in the United States or a comparable degree from a foreign academic institution. The Graduate and International Admissions Center (GIAC) will determine eligibility for admission in consultation with prospective graduate programs.

2. A grade point average of at least 3.00 in upper-division (junior- and senior-level) coursework and in any graduate work already completed.

3. An official score for the Graduate Record Examinations General Test (GRE), unless otherwise specified by the graduate program to which the student is applying. The McCombs School of Business requires master's and doctoral degree applicants to submit a satisfactory score for either the GRE or the Graduate Management Admission Test (GMAT). Applicants to dual or combined degree programs with the School of Law must submit a satisfactory score for the Law School Admission Test (LSAT) as well as for the GRE or GMAT. International students whose native language is not English must also submit scores for the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, as well as programs that do not waive the requirement, please visit the Graduate School's website. Applicants should consult the graduate adviser for the program of interest to learn which test the program requires.

4. Adequate subject preparation for the proposed major. Evidence of adequate preparation varies by program, but examples include letters of reference, auditions, samples of work, and personal statements.
5. A recommendation for acceptance by the Graduate Studies Committee for the proposed major area.

General requirements for admission as a graduate non-degree-seeking student include the following:

1. The applicant must submit an application and transcripts of all college coursework to the Graduate and International Admissions Center (GIAC).
2. Graduate Record Examinations (GRE) scores are not required unless otherwise specified by the graduate program.
3. International students whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) unless otherwise exempt.
4. Admission must be recommended by the Graduate Studies Committee for the program and approved by the graduate dean.

Individual certificate programs may impose additional admissions requirements. Additional requirements, if any, are described in the Graduate Catalog section of the academic unit sponsoring the program.

Per University policy, students who are admitted in non-degree-seeking status are not eligible to be teaching assistants, assistant instructors, graduate research assistants, academic assistants, assistants (graduate), or tutors (graduate).

**Admission as a graduate non-degree-seeking student does not guarantee future admission to a degree-seeking program.** A graduate non-degree student who later wishes to seek a graduate degree must meet the requirements for admission listed above, submit application materials by the program’s deadline, and pay the usual application fee.

4. **Admission Procedures:**

All graduate certificate admissions decisions require approval of the Graduate Studies Committee sponsoring the certificate program.

**Degree-seeking students:** Currently enrolled graduate students at UT Austin may apply for admission to a graduate certificate program through the academic program that is sponsoring the certificate. These students have already been admitted to a graduate degree program and, therefore, they do not need to submit a new application to the Graduate and International Admissions Center (GIAC).

**Non-degree-seeking students:** Individuals who have earned a bachelor’s degree or higher may apply through the Graduate and International Admissions Center (GIAC) to graduate certificate programs that are available to non-degree-seeking students. Admission as a non-degree student is limited to one year. Students
who are admitted in graduate non-degree-seeking status for the purpose of completing a graduate certificate must complete an application for readmission if their enrollment exceeds one year.

5. Program administration:

Each graduate certificate programs is sponsored and administered by a Graduate Studies Committee (GSC) that is identified in the certificate program proposal. The GSC associated with each certificate program is responsible for the following:

- determining program curriculum
- publishing program description
- processing applications for admission
- tracking and evaluating student progress
- reporting program completion to the Grad School

6. Timing of transcript notation:

The Program Graduate Adviser and/or Chair of the GSC sponsoring a graduate certificate is responsible for reporting program completion to the Graduate School. Upon receipt, the Graduate School will certify program completion to the Registrar's Office via the Credentialing System.

Students will receive recognition on the University transcript at the end of the semester when requirements of a graduate certificate program are completed.

The awarding of a graduate certificate is not dependent upon the completion of a graduate degree.

7. Limits on transfer coursework:

At least half of the coursework required for a graduate certificate must be completed in residence\(^1\) at UT Austin.

A minimum of 9 credit hours required for a graduate certificate must be completed in residence\(^1\) at UT Austin.

Individual certificate programs may have stricter requirements.

Transfer credits are not allowed unless explicitly permitted by the GSC governing the certificate program.

\(^1\) In this policy discussion, "in residence" refers to courses in the UT Austin course inventory, regardless of delivery platform (face-to-face, online, hybrid, etc.).
8. Minimum grade requirements for certificate coursework:

Students must earn a minimum grade of “C” in courses used to satisfy certificate requirements. In addition, students must earn a grade point average (gpa) of at least 3.00 in courses used to satisfy certificate requirements. Individual certificate programs may set grade point average requirements of 3.00 or higher for all or a portion of their students’ coursework.

9. Limits on time to Completion:

All coursework for a certificate program must be completed within a six-year period. Individual certificate programs may have stricter requirements.

10. Funding Structure:

Graduate certificate programs may be offered as option I (formula-funded) or option III (self-funded) programs.

11. Delivery platform:

Certificate courses may be offered through a variety of delivery platforms including face-to-face, remote (online) and hybrid delivery.

Implementation Tip: Recommend that each program request a unique school/major code in which to enroll their non-degree-seeking certificate students. This will help facilitate tracking and degree-certification processes; specifically, it will allow the Graduate School degree evaluators to confirm that graduate coursework was completed while the student was officially enrolled in a non-degree-seeking, graduate certificate program.
Academic Committee Report
Proposed Updates to Guidelines for Option III Degree Programs

On March 28, 2018, the Academic Committee met and unanimously recommended the following updates to the Guidelines for Option III Degree Programs:

1) **Add description of room-share limit previously established during legislation of Economics room-share proposal (p. 3):**

   (New text) The maximum number of Option III students allowed in an Option I course through an established room-share arrangement will be (i) 20% of Option I enrollment for a course with enrollment of more than 10 students (capped at a maximum of 10 Option III students) or (ii) two Option III students for an Option I course with enrollment of 10 or fewer students.

2) **Clarify reimbursement requirement for Option III courses taught on an in-load basis, (pp. 3, 7):**

   (Revised text) Option III courses are normally taught on a voluntary, overload basis; however, faculty may be assigned to teach on an in-load basis under special circumstances when doing so furthers the mission of the University and allows faculty to meet all of their responsibilities (e.g., allowing faculty to be able to teach specialized Option III classes for Option I programs or vice-versa, or as an incentive to attract new faculty.) In such cases, the option III program must provide reimbursement for the cost of any faculty who teach Option III courses on an in-load basis.

3) **Update description of Facilities Overhead Fee, Institutional Overhead per request of Provost’s Office (p. 8):**

   (Revised text) Facilities Overhead Fee, Institutional Overhead ($50 per Semester Credit Hour per cohort for on-campus programs.) This fee applies to programs that are classified as on-campus. On-campus is defined as utilizing UT Austin Education and General-purpose space for program activities for any period of time for program use. Education and General purpose space excludes auxiliary entities such as the AT&T Conference Center, Thompson Conference Center, Texas Unions, Bob Bullock Museum, etc.

   1. Institutional facility allowance (on campus programs only)—a fixed percentage of items 1—6. This rate may vary from year to year and is based on the facilities and use elements in the University’s federally negotiated indirect cost rate. For more information, consult the Associate Vice Provost for Academic Business Affairs in the Office of the Vice President and Provost.
The items listed below are not included in the calculation of the institutional facilities overhead fee allowance.

2. Student fees (at current rates paid by regular degree students) for existing equipment, facilities, and services to be used.
3. Capital costs for equipment.
4. Supplemental (optional) activity program costs – specify individual components.

4) Update list of programs (Appendix A)
(Revised table)

<table>
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<td>MSMarketing</td>
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</tr>
<tr>
<td>M.Ed. in Kinesiology (major in Sport Management)</td>
<td>June 2017</td>
</tr>
<tr>
<td>MSITM - Information Technology and Management</td>
<td>September 2017</td>
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3238b:2
Request for Waiver of the GRE/GMAT Scores for Applicants to the Master of Science in Marketing – Option III and Master of Science in Finance – Option III Programs

February 7, 2018

Dear Dean Smith,

The Departments of Marketing and Finance in the McCombs School of Business request to waive the GRE/GMAT as a mandatory admission requirement for a limited number of highly performing undergraduate applicants from The University of Texas at Austin in the Master of Science in Marketing (MSM) – Option III and Master of Science in Finance (MSF) – Option III degree programs.

Analysis: The proposed waiver is similar to one that was petitioned for and is now use in our Master of Science in Business Analytics (MSBA) – Option III degree program and Master of Science in Information Technology & Management (MSITM) – Option III degree program. The MS Programs Office in the McCombs School of Business administers the MSBA – Option III, MSITM - Option III, MSM - Option III and MSF – Option III programs. As these programs are all housed under a single entity, the leadership looks to have similar admissions criteria across all the programs. The test waivers also attract top undergraduate students at The University of Texas at Austin to consider continuing their graduate education at UT through the Bridge Program. The Bridge Program allows for the McCombs MS Programs to consider students for admissions during their junior year so that they may enroll in graduate coursework to be counted towards an MS degree after they graduate from their undergraduate program. The Bridge Program was designed to both increase access to McCombs resources for more students across The University of Texas at Austin campus, but also to allow for students to complete an internship in a related field to their graduate programs during the summer between their senior year and the start of the MS Program.

Although the MSM and MSF programs have a different mission than the MSBA and MSITM, like those programs, it will compete for students with other top programs.

Our experience with the MSBA program suggests that a consistently high GPA in an undergraduate program at The University of Texas at Austin is a strong predictor of success. A
waiver will enhance our ability to recruit these students given that these high performing students are also the most sought after in the job market. In addition, we expect that because the programs will depend heavily upon technical skills, performance in the program is likely to be more strongly correlated to GPA than to standardized test scores. In our MSF, MSM and MSBA programs, we have observed positive correlation between GPAs of students in the program and their undergraduate GPAs.

**Proposal:** The specific request in this proposal is for the Director of the MSF program and Director of the MSM program to have the authority to waive the requirement for the GRE/GMAT test for highly performing students who meet the following conditions:

- The student must be in the final year of undergraduate study and planning to graduate either the December or May immediately prior to the start of the program in July

- The student will be completing an undergraduate degree at The University of Texas at Austin. The MSF and MSM Programs are able to open their Bridge Program to all undergraduate majors because there are fewer prerequisite requirements for the program than the MSBA and MSITM Programs.

- The student has been provisionally admitted to the MS Programs

- The student will have a cumulative GPA of at least 3.5 on a 4.0 scale at the time of application

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Bob Parrino  
Chair of the Department of Finance

Wayne Hoyer  
Chair of the Department of Marketing

Jay Hartzell  
Dean of the McCombs School of Business
January 26, 2018

Dr. Mark Smith  
Dean, Graduate School  
The University of Texas at Austin

Dear Dr. Smith

On behalf of the Department of Nutritional Sciences we request approval for a selective waiver of the Graduate Record Exam (GRE) requirement for admission to the Option III Online Master of Science in Nutritional Sciences (MSNS). In lieu of the GRE, the program would consider an alternative professional entrance exam and/or professional or clinical experience related to the MSNS program. We anticipate that the online MSNS program will be of interest to both practicing healthcare professionals seeking to augment their knowledge base, as well as applicants with a strong undergraduate preparation in nutritional biochemistry. The waiver would be applied with very strict guidelines, as set out below:

1. Applicants who have completed, or are completing, a clinical professional training program that would have required the Medical College Admissions Test (MCAT), Dental Admission Test (DAT), Pharmacy College Admissions Test (PCAT) or Optometry Admission Test (OAT), rather than the GRE (e.g., medical doctor, dentist, pharmacist, optometrist), would be allowed to use their test score on these exams to substitute for the GRE.

2. Applicants with five or more years of experience in a graduate-level clinical or research-based profession (e.g., medical doctor, dentist, pharmacist, optometrist, scientist) and at least a GPA of 3.0 or better during their clinical/research training will be allowed to waive the GRE.

Like the GRE, the clinical standardized tests delineated above evaluate knowledge in the natural sciences, reading comprehension, and quantitative reasoning, which are all skills that would support success in a nutritional sciences graduate program. Other schools that offer Master’s level degrees in Nutrition, including the University of Kansas, the University of Massachusetts, and Benedictine University, have moved to accept either the MCAT or a professional medical credential in lieu of a GRE score, providing precedence for this request. We anticipate that the majority of our applicants will have GRE scores, minimizing the need for this waiver, and we will closely monitor the performance of students enrolled in the online MSNS program to determine the value of all types of standardized exam scores to predict success in our graduate program.

The requested waiver has been considered by, and has the support of, the Department of Nutritional Sciences Graduate Studies Committee.

With kind regards,

Molly Bray, PhD  
Chair, Department of Nutritional Sciences
Waiver Proposal

Online MSNS, Option III Program

Acceptance of Other Standardized Health Profession Admissions Test in lieu of the GRE

Purpose:

This waiver proposal is being submitted on behalf of the option III Online Master of Science in Nutritional Sciences Program (MSNS). Per the requirements of the UT-Austin Graduate School, the Graduate Record Examination (GRE) is currently required as part of the graduate school application for all students applying to the UT-Austin Department of Nutritional Sciences (NTR) graduate program, both option I and option III. The GRE score has traditionally been considered as an instrument that, when combined with the student's undergraduate GPA, helps to identify appropriate candidates for graduate school, although many have called into question its ability to predict future graduate school success.\textsuperscript{1,2} Like many departments, we have used the GRE primarily as a screening tool to identify the top candidates from a large pool of applicants. Nevertheless, letters of recommendation and experience of the applicant have been suggested to be much stronger predictors of future graduate school success.\textsuperscript{1} Given that the GRE is used primarily as a screening tool, we would like to request a waiver that would allow the option III online program to accept other standardized post baccalaureate health profession admissions tests (e.g., Medical College Admissions Test (MCAT), Pharmacy College Admissions Test (PCAT), Dental Admissions Test (DAT), and Optometry Admissions Test (OAT)) or more than five years of clinical professional experience in lieu of the GRE. The option I program will continue to require the GRE for all applicants.

Background:

The Department of Nutritional Sciences has long used the GRE as a tool to assess graduate school applicants and potentially predict success in our in-residence MS and PhD programs. Until recently, our applicants have been the traditional full-time students, with limited post-graduate coursework and/or post-graduate professional credentials. With the launch of the new online MSNS program, our applicants now include health professionals from a variety of areas. The online MSNS program was designed not only to enhance the current expertise of nutrition professionals but also to allow other health professionals (e.g., medical doctors, pharmacists, and dentist) to expand their knowledge into the critically-related area of nutrition science. Currently, one third of our online program inquiries are from credentialed health professionals. These individuals have already demonstrated success in their chosen practice area, and they are exactly the kinds of students to which we are targeting our MSNS program. In addition, they have also completed a standardized admissions test, similar to the GRE, such as the MCAT, PCAT and DAT, required for their program of study.
Proposal:

We request that the Program Director for the option III Online MSNS program, under the guidance of the Nutritional Sciences Graduate Admissions Committee, be allowed to waive the GRE for applicants who meet the following two strict guidelines:

1. Applicants who have completed, or are completing, a clinical professional training program that would have required the MCAT, PCAT, DAT or OAT, rather than the GRE (e.g., medical doctor, dentist, pharmacist, optometrist), would be allowed to use their test score on these exams to substitute for the GRE.

2. Applicants with five of more years of experience in a graduate-level clinical or research-based profession (e.g., medical doctor, dentist, pharmacist, optometrist, scientist) and at least a GPA of 3.0 or better during their graduate-level clinical/research training would be allowed to waive the GRE.

This exception will allow us to meet the growing need to provide critical nutrition knowledge to practicing health professionals and, at the same time, maintain the rigor and standards of our strong, science-based program.

References
