

MEMORANDUM

DATE: November 1, 1996

TO: Richard Lee, Chair
Graduate Council

FROM: Larry Davis, Associate Vice Chancellor
for Academic Affairs



RE: Standard of No More Than One Credit Per Week

UW System Administration is presently revisiting the standard of "no more than one credit per week," and has invited campus comments for consideration at the November 15, 1996 meeting of the provosts and vice chancellors. The standard will be discussed by the Academic Affairs Staff on November 7 and by the University Curriculum Committee on November 8. Please ask that the Graduate Council discuss the standard when you meet on November 14, and convey any thoughts to me directly since I will be attending the meeting on the 15th for Provost Schallenkamp.

Enclosed for your reference are the relevant excerpts from UW System Administration General Administrative Policy Paper No. 35 and UW System Academic Planning Statement No. 4. Also enclosed are copies of the relevant campus policies as taken from the *University Handbook*. You may also want to reference the transfer of credit policy found on pages 13-14 of the *1995-97 Graduate Bulletin*; it states that a course taken elsewhere may be transferred here provided the course was not "taught in a format less rigorous than that for UW-Whitewater courses."

Thanks in advance, Richard! Please contact me if you have questions or need more information. Also, I will be available until 3:00 p.m. on the 14th if you want me to attend the Council meeting.

c: Provost Schallenkamp
University Curriculum Committee



The University of Wisconsin System Administration

GENERAL ADMINISTRATIVE POLICY PAPER

Number: 35 Rev. (3)

Date Issued: February 2, 1977

Subject: Guidelines for Selected Summer Session Graduate and Undergraduate Credit Short Courses for which Special Fees May Be Charged

On occasion it may be useful to set special course fees to enable institutions to offer a unique (perhaps innovative) course for credit. An institution may have evidence that the course should be offered but that it may not attract enough students at the regular resident and non-resident academic fee rates to justify offering it. Reducing non-resident fees in such cases may attract non-resident students in sufficient number to justify the course.

The following guidelines establish conditions and procedures to use in determining when it may be appropriate to set special fees for selected courses:

1. The course will be offered during the summer in a period of three weeks or less.
2. The course will be offered for three or fewer credits (five quarter credits) and will meet the standard of no more than one credit per week.
3. The course is a special credit offering or workshop which is not included in the regular academic year or summer term schedule.
4. The institution has evidence that resident enrollments are not expected to be sufficient to warrant offering the course and non-resident fee remission waiver authority is not available.
5. Fees charged to residents and non-residents shall be sufficient to cover all projected direct costs and not be less than the Regent approved per credit resident fee. Students will be expected to pay, in addition, special course fees related directly to the course such as travel, room and board, and other costs consistent with the policies defined in General Administrative Policy Paper 29.
6. The syllabus for the offering will be approved by the Vice Chancellor and submitted, with an explanation of need, including financial analysis, and a request for authorization to set a special fee to the System Academic Affairs Office prior to any public announcement of the offering. The Office of Academic Affairs will assure that the course has been reviewed for academic content and the Office of the Vice President for Business and Finance will review the financial information to determine if a special fee should be approved.
7. The waiver of non-resident fees related to these approved special courses will be excluded from the report of fee remissions.

After the institution has determined its calendar and designated periods for instruction, registration, advising, examination, and official state holidays, the time remaining which is not on the organized calendar shall be used by faculty members for scholarly pursuits and instructional development as individual, self-directed professionals.

2. The awarding of credit

The institutions shall award credit to students successfully completing approved instructional programs, or demonstrating competence or learning equivalent to that provided by such programs as either semester credits, or quarter credits. It is assumed that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study. Study leading to one quarter of credit represents two-thirds of that set as the standard for one semester credit.

3. The period of appointment for faculty

a. An annual appointment extends for a period of twelve months and normally begins on July 1. Faculty members on annual appointment shall accrue vacation at the rate of 22 working days per year.

b. An academic year appointment extends for the nine-month academic year specified in the calendar of the institution as approved by the Board of Regents and should ordinarily begin no earlier than one week before the first day of scheduled campus registration for the fall term and should end no later than one week after the date of spring commencement when commencement follows the last day of scheduled instruction, or when there is no commencement (as for the UW Centers), or when commencement precedes the final day of instruction, no later than one week after the last day of scheduled classes. The institution may contract with the faculty member for distribution of the equivalent of his/her academic year of service over the twelve-month calendar year; but, in any event, the contractual academic year shall consist of not fewer than thirty-nine (39) contiguous weeks.

4. Compensation adjustments for interrupted service or unanticipated termination of appointments

In the event of unanticipated termination of service during the term of an appointment, as for example by death or resignation, or interrupted service due to termination or suspension without pay, payment for services shall be terminated or suspended following cessation of services. The final check shall be calculated so that the faculty member receives full compensation for that portion of the academic year or annual appointment completed. For annual appointments, accrued vacation time will be paid in addition.

a. For faculty on academic year appointments, the final check shall be calculated as the product of the salary for the payroll period (1/9 of the academic year salary) times the fraction of the payroll period completed. That fraction is the ratio of the number of calendar days in the payroll period completed as a proportion of the total calendar days in the payroll period in which service was interrupted.

Policy on Teaching Formats

SOURCE: Office of the Provost and Vice Chancellor for Academic Affairs

Only dual and cross listed courses may meet at the same time in the same place. Exceptions may be considered upon written request with sound rationale and must be approved by the dean(s) of the college(s) offering the courses and the Vice Chancellor. Exceptions involving graduate level courses also must be approved by the Dean of Graduate Studies. Legitimate exceptions include courses with primarily individualized instruction in a single and particular activity, provided class sizes are limited to assure quality. In general, a course at the graduate level will not be allowed to meet with one that is not offered for graduate credit unless the courses are dual listed or there are a significant number of class sessions scheduled exclusively for graduate students. In no case shall a student be allowed to enroll simultaneously in more than one of the courses meeting at the same time in the same place.

Courses shall not be offered for more than one credit per week. There should be a minimum of sixteen class hours per credit, plus the provision for at least 32 hours of preparation and other extra-classroom activity. Moreover, classes should be scheduled so that students have adequate out-of-class study time. As stated in System policy, "it is assumed that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study." Exceptions may be considered upon written request with sound rationale and must be approved by the dean of the college offering the course, the Dean of Graduate Studies if the course is a graduate course, and the Vice Chancellor.

UNIVERSITY HANDBOOK

Section V-C

Page 1

REVISED August 1, 1992

Credits and Contact Hours

SOURCE: Office of the Provost and Vice Chancellor for Academic Affairs

The following defines how many hours of in-class time and out-of-class time is required per credit.

A minimum of 800 minutes (16, 50 minute hours) in the classroom with the instructor equals one credit of class time. Out-of-class work must be included and must total a minimum of 1,600 minutes per credit.

The credits/hours can be offered in a variety of formats. However, courses offered in non-conventional time configurations must identify, in the course proposal, a time frame to accommodate a minimum of 800 minutes of direct contact and a minimum of 1,600 minutes of out-of-class work for each credit offered.

students and students who have completed their degree programs must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at, and must be submitted to, the Graduate Office.

ACADEMIC REQUIREMENTS AND POLICIES

In addition to the graduate school academic requirements and policies, it is the prerogative of each graduate degree program to impose more stringent requirements. A graduate student is responsible for meeting all degree requirements in effect at UW-Whitewater during the term for which the student is admitted into the current degree program unless the student's attendance at UW-Whitewater is interrupted by an absence of four or more consecutive academic sessions (including summers), in which case upon re-entry, the student will be subject to the requirements in effect at that time.

General graduate school academic requirements and policies (contained in this section) may be changed by the actions of the Graduate Council. Each graduate student is responsible for adhering to all current graduate school policies. Students are apprised of updated graduate policies through the Graduate Timetable. Information about changes in general graduate school policies is also available at the Graduate Office.

Licensure. Many degree programs allow students to attain licensure within the degree program. However, licensure requirements are different from degree requirements. Questions about licensure should be directed to the Licensure Office.

Minimum Degree Credit Requirements. All graduate degree programs at UW-Whitewater require at least 30 graduate credits distributed according to the requirements of the individual programs. The minimum credit requirements and credit distribution for specific degree programs are stated in this bulletin under program descriptions.

At least half of the graduate work in a degree program and at least half of the work in an emphasis within the program must be completed in courses numbered 700 or higher. In addition, a grade point average of at least 3.00 (B) overall in the graduate work taken toward the degree, as well as in all the graduate work taken in the student's emphasis, is required for graduation.

Credit Restrictions. Undergraduate courses, including those taken to make up deficiencies in background or in supervised teaching, will not be counted toward the number of graduate credits required for a degree. Undergraduate courses may not be used to satisfy master's degree requirements, and graduate courses may not be used to satisfy undergraduate requirements at UW-Whitewater.

No course in the major or emphasis or any other required course in which a grade of below C (2.00) has been earned

may be applied toward the completion of any degree. Not more than three graduate level courses in which a grade of BC (2.50) or C (2.00) has been earned may be counted toward the completion of a degree program.

During a semester, students may register for at most 15 credits, while those on probation should not take more than 12 credits. Graduate assistants must be registered for at least nine graduate credits, but no more than 12 credits each semester. During the 8-week summer session, students are limited to a total of 12 credits. Courses taken on an audit basis are subject to the above limits.

A student may not carry more than 3 credits of individual studies in a single term. Not more than 4 credits in individual studies, not more than 6 credits of special studies, and not more than a combined total of 9 credits of individual studies, workshops, and special studies may be applied toward the completion of a degree. Departments retain the prerogative of allowing fewer than 9 of these types of credits to apply toward their respective graduate degrees.

Course Repeats. Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, the original course and grade remain on the transcript; however, the last grade and credits earned replace the originals and are the only ones used in computing the grade point average in the degree and emphasis. Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

Course Retakes. A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be retaken for graduate credit. Although, exceptions may be granted by the student's degree program coordinator when the field of knowledge has changed to the degree that the course content has changed substantially from the first time the student took the course to the present. Graduate courses may not be retaken unless indicated otherwise in the Graduate Bulletin.

Transfer of Credit. All course work, with the exception of up to nine credits, must be completed at UW-Whitewater. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more than nine transfer credits may be applied towards the credit requirements of a degree program. Some specific consortium arrangements between UW-Whitewater and other institutions may allow more than nine credits to be completed at the participating institutions.

Credit for a course completed at another institution may be transferred to UW-Whitewater and applied toward a graduate degree provided (1) the institution offering the course is regionally accredited at the graduate level, (2) the course appears as a graduate course on the student's graduate transcript from the institution offering the course, (3) the course is applicable toward a graduate degree at the institution offering the course, (4) the course is appropriate for the student's proposed graduate degree program at UW-Whitewater, (5) the course is not a correspondence course, nor was it taught in a format less rigorous than that for UW-

Whitewater courses, and (6) the student earned a grade of at least B (3.00) for the course. All requests to apply course work taken by a student prior to being accepted into a degree program at UW-Whitewater toward the degree requirements must be included in the application for admission to the degree program.

Students who have already been admitted to a degree program here and who wish to take a course at another institution and have it transferred to UW-Whitewater, must obtain permission prior to enrolling in the course. Forms for this prior approval are available in the Graduate Office. The institution at which the student wishes to earn graduate credit may also require documentation of the student's graduate status at UW-Whitewater.

Questions for the comprehensive examination for the master's degree may be included from courses accepted in transfer to UW-Whitewater. Students should contact their degree program coordinator about this matter.

For the purpose of interpreting the transfer of credit policy and the other policies of this bulletin, the degrees listed below are considered to be separate degrees to which the policies apply. The twelve-credit limit on courses taken prior to program admission does not apply to changes in emphases within any of the degree programs below. Students in existing degree programs not listed below who wish to transfer to one of the listed degree programs should contact the Graduate Office.

- M.B.A.
- M.M.E.
- M.P.A. - Accounting
- M.S. - Business Education
- M.S. - Communication
- M.S. - Curriculum & Instruction
- M.S. - Guidance & Counseling
- M.S. - Safety
- M.S.E. - Reading
- M.S.E. - School Business Management
- M.S.E. - School Psychology
- M.S.E. - Special Education

Students may not receive a master's degree from a degree program in which they already hold a master's degree, although they may complete a second emphasis within a degree program.

Degree Program Options. At the discretion of the individual degree programs, the following options are available to graduate students:

Comprehensive examination option. A minimum of 30 credit hours of course work, including a comprehensive examination.

Thesis option. A minimum of 30 credit hours of course work, including a thesis taken for one to six credits.

Course work option. A minimum of 36 credit hours of course work.

Degree programs may set additional requirements for any of these plans. Students should check with their degree program coordinator for the options available and for the requirements within each option.

When options exist, students should consult their adviser early in their studies to determine which plan best meets their needs. A thesis may be advised for those who wish to seek depth in an academic area, while those who prefer a breadth of knowledge may select comprehensive examinations. Students formally declare the thesis option by registering for the course, 799 Thesis Research. They declare the comprehensive examination option by submitting their application to take the comprehensive examination. After declaring an option, students are permitted to change options only once. Changing options penalizes students who have either prepared a thesis or invested time preparing for the comprehensive examination. Changes in options must occur before students have failed twice in their first option. Failure occurs when a student's comprehensive examination is adjudged a failure or at any time a student's thesis committee formally indicates failure.

Comprehensive Examination. Students must complete a minimum of 30 credit hours of graduate course work and pass a comprehensive examination in the major or emphasis field under the comprehensive examination option. Examinations may be written and/or oral at the discretion of the degree program. Written examinations are intended to take approximately six hours to complete. Questions may cover any graduate work done in the major or emphasis, including credits transferred from other institutions.

Comprehensive examinations are administered once each term near the end of the term. In general, students may not take the examination until during or after the final term of their course work. Exceptions may be made for students who have a practicum or a semester of student teaching remaining. To be eligible to take the examination, students must have cleared all pending incomplete (I) and progress (P) grades and must be in good standing with at least a 3.00 grade point average in the graduate level credits earned in the degree program and in the emphasis area.

Comprehensive examinations are graded either "passed" or "failed." Students who fail the examination may retake it after completing additional work, as designated by those administering the examination, in a subsequent term. Students may retake comprehensive examinations at most twice after an initial failure and after the required additional work has been completed following each failure. Specific programs may have more stringent rules.

Thesis. The thesis option requires a minimum of 30 credits of graduate course work including a thesis for which up to six credits may be earned and applied toward the completion of course and credit requirements in the degree program. Because a thesis is a culminating experience for a degree, only students electing the thesis option within a degree program may register for 799 Thesis Research. Students wishing to pursue significant research projects outside of the thesis requirement for a degree may register for 798 Individual Studies. Students electing to write a thesis in a

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University Curriculum Committee



The University of Wisconsin System Administration

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Number: 35 Rev. (3)

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2. The course will be offered for three or fewer credits (five quarter credits) and will meet the standard of ~~no more than one credit per week.~~ *to make a credit*
3. The course is a special credit offering or workshop which is not included in the ~~regular academic year or summer term schedule.~~ *AGPS 4 on the awarding of credit.*
4. The institution has evidence that resident enrollments are not expected to be sufficient to warrant offering the course and non-resident fee remission waiver authority is not available.
5. Fees charged to residents and non-residents shall be sufficient to cover all projected direct costs and not be less than the Regent approved per credit resident fee. Students will be expected to pay, in addition, special course fees related directly to the course such as travel, room and board, and other costs consistent with the policies defined in General Administrative Policy Paper 29.
6. The syllabus for the offering will be approved by the Vice Chancellor and submitted, with an explanation of need, including financial analysis, and a request for authorization to set a special fee to the System Academic Affairs Office prior to any public announcement of the offering. The Office of Academic Affairs will assure that the course has been reviewed for academic content and the Office of the Vice President for Business and Finance will review the financial information to determine if a special fee should be approved.
7. The waiver of non-resident fees related to these approved special courses will be excluded from the report of fee remissions.

ACPS4

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a. For faculty on academic year appointments, the final check shall be calculated as the product of the salary for the payroll period (1/9 of the academic year salary) times the fraction of the payroll period completed. That fraction is the ratio of the number of calendar days in the payroll period completed as a proportion of the total calendar days in the payroll period in which service was interrupted.

Section V-B

Page 2

REVISED August 1, 1987

Policy on Teaching Formats

SOURCE: Office of the Provost and Vice Chancellor for Academic Affairs

Only dual and cross listed courses may meet at the same time in the same place. Exceptions may be considered upon written request with sound rationale and must be approved by the dean(s) of the college(s) offering the courses and the Vice Chancellor. Exceptions involving graduate level courses also must be approved by the Dean of Graduate Studies. Legitimate exceptions include courses with primarily individualized instruction in a single and particular activity, provided class sizes are limited to assure quality. In general, a course at the graduate level will not be allowed to meet with one that is not offered for graduate credit unless the courses are dual listed or there are a significant number of class sessions scheduled exclusively for graduate students. In no case shall a student be allowed to enroll simultaneously in more than one of the courses meeting at the same time in the same place.

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UNIVERSITY HANDBOOK

Section V-C

Page 1

REVISED August 1, 1992

Credits and Contact Hours

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Credit Restrictions. Undergraduate courses, including those taken to make up deficiencies in background or in supervised teaching, will not be counted toward the number of graduate credits required for a degree. Undergraduate courses may not be used to satisfy master's degree requirements, and graduate courses may not be used to satisfy undergraduate requirements at UW-Whitewater.

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Transfer of Credit. All course work, with the exception of up to nine credits, must be completed at UW-Whitewater. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more than nine transfer credits may be applied towards the credit requirements of a degree program. Some specific consortium arrangements between UW-Whitewater and other institutions may allow more than nine credits to be completed at the participating institutions.

Credit for a course completed at another institution may be transferred to UW-Whitewater and applied toward a graduate degree provided (1) the institution offering the course is regionally accredited at the graduate level, (2) the course appears as a graduate course on the student's graduate transcript from the institution offering the course, (3) the course is applicable toward a graduate degree at the institution offering the course, (4) the course is appropriate for the student's proposed graduate degree program at UW-Whitewater, (5) the course is not a correspondence course, nor was it taught in a format less rigorous than that for UW-

Whitewater courses, and (6) the student earned a grade of at least B (3.00) for the course. All requests to apply course work taken by a student prior to being accepted into a degree program at UW-Whitewater toward the degree requirements must be included in the application for admission to the degree program.

Students who have already been admitted to a degree program here and who wish to take a course at another institution and have it transferred to UW-Whitewater, must obtain permission prior to enrolling in the course. Forms for this prior approval are available in the Graduate Office. The institution at which the student wishes to earn graduate credit may also require documentation of the student's graduate status at UW-Whitewater.

Questions for the comprehensive examination for the master's degree may be included from courses accepted in transfer to UW-Whitewater. Students should contact their degree program coordinator about this matter.

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Course work option. A minimum of 36 credit hours of course work.

Degree programs may set additional requirements for any of these plans. Students should check with their degree program coordinator for the options available and for the requirements within each option.

When options exist, students should consult their adviser early in their studies to determine which plan best meets their needs. A thesis may be advised for those who wish to seek depth in an academic area, while those who prefer a breadth of knowledge may select comprehensive examinations. Students formally declare the thesis option by registering for the course, 799 Thesis Research. They declare the comprehensive examination option by submitting their application to take the comprehensive examination. After declaring an option, students are permitted to change options only once. Changing options penalizes students who have either prepared a thesis or invested time preparing for the comprehensive examination. Changes in options must occur before students have failed twice in their first option. Failure occurs when a student's comprehensive examination is adjudged a failure or at any time a student's thesis committee formally indicates failure.

Comprehensive Examination. Students must complete a minimum of 30 credit hours of graduate course work and pass a comprehensive examination in the major or emphasis field under the comprehensive examination option. Examinations may be written and/or oral at the discretion of the degree program. Written examinations are intended to take approximately six hours to complete. Questions may cover any graduate work done in the major or emphasis, including credits transferred from other institutions.

Comprehensive examinations are administered once each term near the end of the term. In general, students may not take the examination until during or after the final term of their course work. Exceptions may be made for students who have a practicum or a semester of student teaching remaining. To be eligible to take the examination, students must have cleared all pending incomplete (I) and progress (P) grades and must be in good standing with at least a 3.00 grade point average in the graduate level credits earned in the degree program and in the emphasis area.

Comprehensive examinations are graded either "passed" or "failed." Students who fail the examination may retake it after completing additional work, as designated by those administering the examination, in a subsequent term. Students may retake comprehensive examinations at most twice after an initial failure and after the required additional work has been completed following each failure. Specific programs may have more stringent rules.

Thesis. The thesis option requires a minimum of 30 credits of graduate course work including a thesis for which up to six credits may be earned and applied toward the completion of course and credit requirements in the degree program. Because a thesis is a culminating experience for a degree, only students electing the thesis option within a degree program may register for 799 Thesis Research. Students wishing to pursue significant research projects outside of the thesis requirement for a degree may register for 798 Individual Studies. Students electing to write a thesis in a

MEMORANDUM

DATE: November 1, 1996

TO: Richard Lee, Chair
Graduate Council

FROM: Larry Davis, Chair *Larry*
University Curriculum Committee

RE: Revision of the Currency of Bulletin Offerings Policies

As you know, the biennial course currency exercise will be conducted in preparation for the printing of the 1997-99 bulletins. Below are the relevant policies as they appear in Section V-D, Page 1, of the *University Handbook*.

Undergraduate courses which have not been offered for the four calendar years immediately preceding the issuance of a new bulletin shall be dropped from the list of approved courses. The term offered is defined as: 1) a course wherein there has been actual enrollment and wherein instruction has occurred; or 2) a course which during that semester immediately preceding bulletin issuance has been scheduled for registration. Exceptions to this undergraduate policy must be approved by the University Curriculum Committee.

Graduate courses which have not been offered for the four calendar years immediately preceding the issuance of a new bulletin shall be dropped from the list of approved courses. The term offered is defined as: 1) a course wherein there has been actual enrollment and wherein instruction has occurred (in graduate/undergraduate courses, undergraduate enrollment will meet this criterion); or 2) a course which during that semester immediately preceding bulletin issuance has been scheduled for registration. Exceptions to this policy must be approved by the Graduate Council. Requests for exceptions must be accompanied by an updated course outline and bibliography.

At its meeting on October 25, 1996, the University Curriculum Committee approved the portions of the following proposed revision that apply to undergraduate courses, thus making the undergraduate policy more consistent with the graduate policy. However, the portions in bold print below were added also for clarification. Please ask the Graduate Council to consider approving the additions. Once approved, the above two policies will be combined as follows and the exercise this year should be clearer to those affected.

Courses which have not been offered for the four calendar years immediately preceding the issuance of a new bulletin shall be dropped from the list of approved courses. The term offered is defined as: 1) a course wherein there has been actual enrollment and wherein instruction has occurred (in undergraduate/graduate courses, undergraduate or graduate enrollment will meet this criterion; **in cross-listed courses, enrollment in any version will meet this criterion for all versions**); or 2) a course which during the semester immediately preceding bulletin issuance has been scheduled for registration. Exceptions to this policy for undergraduate courses must be approved by the University Curriculum Committee. Exceptions to this policy for graduate courses must be approved by the Graduate Council. Requests for exceptions must be accompanied by an updated course outline and bibliography. **Special courses (i.e., those numbered in the 490's, 690's and 790's) are exempt from this policy.**

c: Provost Schallenkamp
University Curriculum Committee