Guidelines for Graduate Education
School of Interdisciplinary and Graduate Studies

University of Louisville

Approved by Graduate Council –
Minimum Guidelines for Graduate Education
School of Interdisciplinary and Graduate Studies

To ensure high quality graduate education programs, the university and the School of Interdisciplinary and Graduate Studies maintain minimum guidelines for admission and performance of graduate students, for faculty involvement in graduate education and for proper academic administration. The Graduate Council has the academic authority and responsibility to establish rigorous and effective admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for granting of degrees for programs within the School of Interdisciplinary and Graduate Studies. (Redbook Article 3.3.2.)

I. Academic standards for students in graduate programs of the School of Interdisciplinary and Graduate Studies

A. Admissions standards

1. All applications for graduate program admissions shall include: a) a completed application, b) an application fee, c) results from Graduate Record Exam or other graduate admissions exam that is appropriate for the discipline of study d) official transcript(s) for all previous post-secondary coursework, and e) at least three letters of recommendation, preferably from individuals who are familiar with the student’s proposed disciplinary area(s). All transcripts not in English must be certified as authentic and translated verbatim into English.

2. The minimum requirement for admission is the baccalaureate degree or its equivalent from an accredited institution.

3. The minimum undergraduate grade point average that will be considered for unconditional acceptance and admission is 3.0 on a 4.0 scale.

4. The minimum standardized test score that will be considered for unconditional acceptance and admission is 60th percentile on all subtests of the Graduate Record Exam.

5. Unconditional admission to degree seeking status shall be made only if all admission credentials shall have been received, evaluated and approved.

6. Any provisional acceptance shall be made on an individual basis and shall require a statement of the rationale for the exception, plans for monitoring progress and performance and stated success criteria. Such justification must be provided in writing and must be accepted by the Dean of the School of Interdisciplinary and Graduate Studies. This will allow consideration of special circumstances in which the potential for high quality graduate performance has been clearly demonstrated by other means.

7. 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://graduate.louisville.edu.

2. The minimum grade point average requirement and other performance criteria for maintenance of good standing and progress toward degree in the School of Interdisciplinary and Graduate Studies and the individual academic programs are found in the university catalog, which is available at http://graduate.louisville.edu.

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 evaluated each semester.

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 including presentation of 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 one of the following: a) TOEFL examination score at or above 550 (paper based test and a 5.0 on the TWE test), 213 (computer based test), 79 (internet based test); b) IELTS test score of 6.5 or higher; c) successfully completing the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville; d) demonstration of a degree award from an acceptable English language institution.
D. Academic program administration

1. Policies for administration of academic programs shall be promulgated by the Dean of the School of Interdisciplinary and Graduate Studies (SIGS) following appropriate consultation with: a) an advisory body of deans or their designees, b) directors of graduate programs, c) representatives of the Graduate Student Council and/or d) 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 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

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 Grievance Officer. Should this fail, a student may initiate a grievance at the unit level within one year of the event giving rise to the complaint. The Graduate Student Academic Grievance committee (Graduate Bylaws 2.3.5) will hold original jurisdiction for students enrolled in the School of Interdisciplinary and Graduate Studies and appellate jurisdiction for all other graduate students. All grievance procedures shall be conducted in accord with Redbook Section 6.8.

II. Faculty Participation in Graduate Education

A. 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.

B. Faculty meeting unit requirements for serving as Ph.D. mentors, chairing doctoral and/or master thesis committees shall be eligible to serve in the same capacity for the School of Interdisciplinary and Graduate Studies.

C. Faculty meeting unit requirements for serving on dissertation and master thesis committees shall be eligible to serve in the same capacity for the School of Interdisciplinary and Graduate Studies.
D. Doctoral dissertation committees shall be composed of a minimum of four qualified members and masters’ thesis committees a minimum of three qualified members. If any member of the committee does not have a primary appointment as a University of Louisville faculty, but is otherwise qualified, this person may be granted ad hoc approval to participate in graduate education by the Dean of the School of Interdisciplinary and Graduate Studies for the specific course or committee in question.

F. All dissertation and theses committees shall provide sufficient expertise in the area of study and sufficient faculty availability for necessary student guidance.

H. 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 School of Interdisciplinary and Graduate Studies and by the Provost.