

Minimum Guidelines for Graduate Education in the J.B. Speed School of Engineering

University of Louisville

Document sections approved seriatim by J.B. Speed School Faculty – September 9, 2008
Minimum Guidelines approved by J.B. Speed School Faculty (mail ballot) – September 29, 2008
Approved by Graduate Council – November 25, 2008

Minimum Guidelines for Graduate Education in the J.B. Speed School of Engineering

To ensure high quality graduate education programs, the university and the J. B. Speed School of Engineering 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 J. B. Speed School of Engineering (Speed School) 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 unit. (Redbook Article 3.3.2.)

The Speed School faculty shall establish and publish its own set of policies and procedures for its graduate programs in the university catalog. Individual graduate programs may establish policies that are more stringent than those set forth in this document, but may not establish lesser standards.

I. Academic standards for students in graduate programs of the J. B. Speed School of Engineering

A. Admissions standards

1. All admission applications for Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) programs shall include:
 - a) a completed application for University of Louisville graduate admission,
 - b) an application fee,
 - c) results from the Graduate Record Examination (GRE),
 - d) at least two letters of recommendation, and
 - e) official transcript(s) for all previous post-secondary coursework. All transcripts not in English must be certified as authentic and translated verbatim into English.

All admission applications for Master of Engineering (M.Eng.) programs shall include a completed application for Speed School M.Eng. programs. Any student not currently enrolled in the University of Louisville must also apply for admission to the University.

2. The minimum requirement for admission is the baccalaureate degree or its equivalent from an accredited institution or current enrollment in an undergraduate Speed School program. A Speed School student applying for admission into the M.Eng. program should do so not earlier than one semester before completing their baccalaureate requirements.
3. The minimum undergraduate grade point average that will be considered for unconditional acceptance and admission to M.S. and Ph.D. programs is 2.75 (on a 4.00 scale) and 2.50 for M.Eng. programs.
4. If required, the minimum GRE score that will be considered for unconditional acceptance and admission is a combined Verbal and Quantitative Reasoning score of 1000.

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 program chair and the Speed School Associate Dean for Academic Affairs. This will allow consideration of special circumstances in which the potential for acceptable graduate performance has been clearly demonstrated by other means.

B. Academic performance

1. The minimum grade point average requirement for good standing and satisfaction of degree requirements is:
 - a) 3.00 for work completed while in graduate studies for M.S. and Ph.D. programs,
 - b) 2.75 for work completed while in graduate studies for M.Eng. programsThe minimum grade point average requirement and other performance criteria for maintenance of good standing and progress toward degree in the J.B. Speed School of Engineering and the individual academic programs are found in the university catalog, which is available at <http://louisville.edu/graduatecatalog/academic-policies-and-requirements>.
2. 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.
3. 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.
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 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 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 whose primary language is not English must show English language proficiency by either:
 - a) total score of 80 or higher on the Test of English as a Foreign Language (TOEFL) Internet-based test,
or
 - b) successfully completing the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville,
or
 - c) demonstration of a degree award from an acceptable English language institution.

D. Academic program administration

1. Policies for administration of academic programs shall be formally publicized by the Dean of the School of Interdisciplinary and Graduate Studies (SIGS) 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://louisville.edu/graduatecatalog> 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. However, programs 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 J.B. Speed School of Engineering and recorded by the Dean of the School of Interdisciplinary and Graduate Studies.
- B. Faculty who serve as Ph.D. mentors, chair doctoral dissertation committees, and/or chair master thesis committees shall, in addition to the above requirement:
 - 1. Show evidence of active research, scholarship or creative activity.
 - 2. Have this mentoring responsibility specified in the annual faculty work plan.
 - 3. Make provisions for continuous availability of student mentoring.
- C. Faculty who serve as dissertation and thesis committee members shall also show evidence of experience in independent research, scholarship or creative activity, or may be appointed because of specific professional expertise of value to the student's program.
- D. Doctoral dissertation committees shall be composed of a minimum of four qualified members. Masters thesis committees shall be composed of a minimum of three qualified members. One committee member shall come from outside the program of the student. If the outside member does not have a primary appointment to a University of Louisville faculty, but is otherwise qualified, this person shall be granted ad hoc approval to participate in graduate education for the specific course or committee in question. In the

- case of joint programs with other universities, a committee member from the other institution may fulfill this requirement.
- E. Faculty certified for participation in graduate education shall be evaluated periodically for continuation of such status, e.g. concurrent with other periodic performance reviews. The criteria for certification and continuation in graduate faculty status shall be published in the Speed School Personnel Policies and Procedures.
 - F. All dissertation and thesis committees shall provide sufficient expertise in the area of study and sufficient faculty availability for necessary student guidance.
 - G. Academic departments shall forward committee rosters upon appointment, and upon any changes, to the Speed School Associate Dean for Academic Affairs. The eligibility of faculty for participation on dissertation and theses committees will be checked by the Speed School Associate Dean for Academic Affairs and committee rosters recorded with the Dean of the School of Interdisciplinary and Graduate Studies.
 - 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 J.B. Speed School of Engineering and by the Dean of the School of Interdisciplinary and Graduate Studies.