



MEMORANDUM

To: Julio Frenk, President

From: Tomás A. Salerno
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Tomás A. Salerno'.

Date: April 1, 2019

Subject: Faculty Senate Legislation #2018-54(B) – Changes to the Transfer Credit Policy for Doctoral Programs, The Graduate School

The Faculty Senate, at its March 27, 2019 meeting, voted unanimously to approve the proposal from the Graduate School to change the Transfer Credit Policy for doctoral programs to allow for immediate transfer of credit rather than waiting until the student has completed an equivalent amount of coursework here. This change is being made to align with the transfer credit policy for master's degree programs and to facilitate the transfer of credit for new doctoral students.

The Faculty Senate does not approve budget concepts, therefore no budget information is included here.


This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

cc: Jeffrey Duerk, Provost and Executive Vice President for Academic Affairs
Guillermo Prado, Dean, Graduate School
Chris Koelsch, Executive Director, Business Operation- Online Enrollment
Tiffany Plantan, Director, Education, Graduate School

CAPSULE: #2018-54(B) – Changes to the Transfer Credit Policy for Doctoral Programs, The Graduate School

APPROVED:  DATE: 4/24/19
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Guillermo Prado

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY
(pending any additional approval by the Board of Trustees)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



UNIVERSITY OF MIAMI

Proposal Submission Checklist

Proposals are to be submitted to the Office of Assessment and Accreditation (OAA), if applicable, the Graduate Council (for graduate programs excluding Law and Medical), if applicable, and the Faculty Senate. Refer to the [Procedures for Program Changes](#) document for information on the approvals and notifications needed for program changes and the [Proposal Submissions Specifications](#) document for an explanation of the process and a list of the materials required.

(Please note that change approvals can take 2 semesters to complete.)

FORM INSTRUCTIONS:

1. Save/download the form as a pdf.
2. After completing the information below, print and scan the form.
3. Insert it with the background materials that are specified, in the order listed, and submit to facsen@miami.edu.

Please note: only scanned versions can be accepted.

Include this checklist at the beginning of each proposal.

KEY CONTACT PERSONNEL INFORMATION

First Name

Chris

Last Name

Koelsch

Proponent's Title

Modification to Current Transfer of
Credit Policy for the Doctoral
Degree

Department, if applicable

School/College

Graduate School

E-mail

chriskoelsch@miami.edu

Phone

305-284-1356

Title of Proposal

Modification to Current Transfer of Credit Policy for the Doctoral
Degree

(-continue to next page-)

MANDATORY MEMORANDA AND FORMAT

Please check that each item listed below is included in the proposal package of materials, in the ORDER as listed. The applicable title (i.e. Letter of Explanation, Memo from the Dean, etc.) is to precede each section in the materials.

Only proposals conforming to this format will be accepted.

1. This completed checklist.

2. Letter of explanation. (2-3 pages only, double spaced, 12 pt font)

Yes No

If no, explain why:

3. A memo from the dean(s) signifying approval of the faculty of the relevant School(s) / Colleges(s).

Yes No

If no, explain why:

Other approvals as required.

4. A memo that all affected or relevant School / College Council(s) have approved.

Yes No

If no, explain why:

Other approvals as required.

5. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s).

Yes No

If no, explain why:

Other approvals as required.

6. A memo from the Office of Accreditation and Assessment (OAA) if the proposal involves academic programs (degrees, certificates, majors, minors, concentrations, specializations, tracks, etc.) such as new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).

(To be submitted by OAA to the Graduate Council or the Faculty Senate, as appropriate.)

Applicable Not applicable.

If not, explain why:

7. A memo from the Graduate School Dean signifying approval of the Graduate Council (for graduate programs only).

(To be submitted to the Faculty Senate by the Graduate Council.)

Applicable Not applicable.

If not, explain why:

8. Academic Deans Policy Council (ADPC) approval, for interdisciplinary issues and as appropriate. Please consult with the Dean of the Graduate School or the Secretary of the Faculty Senate to check if this is needed.

Yes No

If no, explain why:

9. Additional required documents as listed on the "Proposal Submissions Specifications," i.e. market analysis, budget information, assessment of library collections, etc. as specified.

List additional documents included:

End form.



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MEMORANDUM

DATE: November 9, 2018

TO: Dr. Guillermo Prado
Dean, The Graduate School

FROM: Chris Koelsch
Executive Director, Business Operations, UOnline Programs

SUBJECT: Modification to Current Graduate School Policies

This is to request the proposed modification to the current policy in the doctoral degree transfer of credit hour section:

Current policy as written:

Transfer of graduate credit hour from another institution will not be made until the student has completed a like amount of credit hour at the University of Miami, and the transfer has been approved by the supervisory/dissertation committee and the Dean of the Graduate School. Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program. An official transcript of work to be transferred must be on file in the Graduate School. Credit hours that pertain to or have been counted toward another degree cannot be transferred.

Proposed new policy:

Upon recommendation of the major program and the approval of the Graduate Program Director and Dean of the Graduate School, graduate credit hour from another accredited graduate institution may be transferred in partial satisfaction of the doctoral degree. Any student wishing to transfer credit hour must first be admitted to a doctoral program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program. An official transcript of work to be transferred must be on file in the Graduate School. Credit hours that pertain to or have been counted toward another degree cannot be transferred. No transferred credit hours are calculated into the University of Miami G.P.A.

UNIVERSITY OF MIAMI
GRADUATE SCHOOL




1252 Memorial Drive
P.O. Box 248125
Coral Gables, FL 33124-4629

Phone: 305-284-4154
Fax 305-284-5441
graduateschool@miami.edu

MEMORANDUM

DATE: November 14, 2018

TO: Tomas Salerno
Chair, Faculty Senate

FROM: Guillermo (Willy) Prado 
Dean, The Graduate School

SUBJECT: Modification to Current Transfer of Credit Policy for the Doctoral Degree

Chris Koelsch, Executive Director, Business Operations UOnline Programs, proposed a modification to the Graduate School's current transfer of credit policy for the doctoral degree. This policy change was discussed at the meeting of the Graduate Council on Tuesday, November 13, 2018, and was approved by all those present.

cc: William Green, Senior Vice Provost and Dean of Undergraduate Education
Chris Koelsch, Executive Director, Business Operations, UOnline Programs

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Assessment and Accreditation
Gables One Tower 1320 S Dixie Hwy
Coral Gables, Florida 33146

Phone: 305-284-5120
Fax: 305-284-4929
oaa@miami.edu

MEMORANDUM

DATE: January 14, 2019
TO: Chris Koelsch, Executive Director, Business Operations
UOnline Programs
FROM: Patty Murphy, Associate Provost, University Accreditation
Office of Assessment and Accreditation *PBW*
RE: Change in Doctoral Transfer Credit Policy

On January 3, 2019, my office received your proposal to change the transfer credit policy for doctoral programs to allow for immediate transfer of credit rather than waiting until the student has completed an equivalent amount of coursework here. This change is being made to align with the transfer credit policy for master's degree programs and to facilitate the transfer of credit for new doctoral students.

The proposed new policy is as follows:

Upon recommendation of the major program and the approval of the Graduate Program Director and Dean of the Graduate School, graduate credit hour from another accredited graduate institution may be transferred in partial satisfaction of the doctoral degree. Any student wishing to transfer credit hour must first be admitted to a doctoral program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program. An official transcript of work to be transferred must be on file in the Graduate School. Credit hours that pertain to or have been counted toward another degree cannot be transferred. No transferred credit hours are calculated into the University of Miami G.P.A.

The proposed new policy conforms to accepted academic practice and does not "represent a significant departure, either in content or in method of delivery" from what we are currently approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to offer. SACSCOC only requires notification of changes that represent a significant departure from our current programs. Therefore, no notification or approval is required for this change.

Please contact me if you have any questions at pattymurphy@miami.edu or (305) 284-3276.

CC: Faculty Senate
Guillermo Prado, Dean of the Graduate School
Karen Beckett, University Registrar
Carrie Glass, Executive Director of Student Financial Assistance and Employment

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GRADUATE SCHOOL



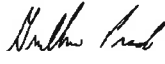
Graduate School
P.O. Box 248125
Coral Gables, FL 33124-3220

Phone: 305-284-4154
Fax: 305-284-5441
graduateschool@miami.edu

MEMORANDUM

DATE: February 8, 2019

TO: Tomas Salerno
Chair, Faculty Senate

FROM: Guillermo (Willy) Prado 
Dean, Graduate School

SUBJECT: Proposal – Change in Doctoral Transfer Credit Policy

Chris Koelsch, Executive Director, Business Operations UOnline Programs, proposed a change to the Graduate School's transfer credit policy for doctoral programs. The proposal was discussed at the November 13, 2018 meeting of the Graduate Council. Those present were supportive of revising the policy as outlined below.

Current policy as written:

Transfer of graduate credit hour from another institution will not be made until the student has completed a like amount of credit hour at the University of Miami, and the transfer has been approved by the supervisory/dissertation committee and the Dean of the Graduate School. Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program. An official transcript of work to be transferred must be on file in the Graduate School. Credit hours that pertain to or have been counted toward another degree cannot be transferred.

Proposed new policy:

Upon recommendation of the major program and the approval of the Graduate Program Director and Dean of the Graduate School, graduate credit hour from another accredited graduate institution may be transferred in partial satisfaction of the doctoral degree. Any student wishing to transfer credit hour must first be admitted to a doctoral program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program. An official transcript of work to be transferred must be on file in the Graduate School. Credit hours that pertain to or have been counted toward another degree cannot be transferred. No transferred credit hours are calculated into the University of Miami G.P.A.

cc: William S. Green, Senior Vice Provost and Dean of Undergraduate Education
Chris Koelsch, Executive Director, Business Operation UOnline Programs

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Jeffrey L. Duerk, Ph.D.
Executive Vice President & Provost

P.O. Box 248033
Coral Gables, Florida 33124-4628

Ph: 305-284-3356
Fax: 305-284-6758
duerk@miami.edu

MEMORANDUM

DATE: February 15, 2019

TO: Tomas Salerno, M.D.
Chair, Faculty Senate

FROM: Jeffrey Duerk, Ph.D.
Provost & Executive Vice President for Academic Affairs

SUBJECT: Change in Doctoral Transfer Credit Policy

The doctoral transfer credit policy requesting to allow doctoral students to immediately transfer credits to the University of Miami (UM) instead of having them complete an equivalent number of credits at UM was reviewed and approved at the February Academic Deans' Policy Committee meeting. This proposed policy will align with our current master's degree transfer of credit policy.

Please feel free to contact my office if you have any questions. Thank you.

cc: Guillermo Prado, Ph.D.
Dean, Graduate School