

UNIVERSITY OF MINNESOTA  
Graduate School

Minutes of the Executive Committee  
Wednesday, January 18, 1961  
11:30 a.m., Campus Club

Present: Professors D. R. Briggs, W. B. Cheston, E. H. Falk, J. C. Kidneigh, W. G. Shepherd, F. M. Boddy; Dr. M. B. Visscher, Dr. Victor Johnson; Dean Marcia Edwards, Asst. Dean J. H. Kruskopf; Dean Bryce Crawford presiding; Mrs. McDonald, Secretary.

1. Admission Procedures and Transfer of Credit Within the University - The proposal for revision of certain procedures for admission of applicants to the Graduate School which was circulated to graduate group committee members, deans, and other interested staff members, produced a number of comments and suggestions. In view of the recommendations from these sources and additional study of the problem by the Graduate School staff, the proposal was revised and submitted to the Executive Committee for action. The revised proposal on admission procedures and transfer of credit within the University was accepted in principle by the Executive Committee (see attached copy). A description of the revised admission procedures will be sent to those members of the faculty who had received the original proposal. Copies of the procedures adopted will be then circulated to the Graduate Faculty.
2. Alteration of Minor in Ph.D. Program - It was the consensus of the committee that any additions or deletions in a student's three-year program, either by petition or group committee action, should be referred to the minor adviser for recommendation before final action is taken by the Graduate School.
3. Chemical Physics Program - A proposal by the Physical Science Group Committee for establishment of a Ph.D. program in Chemical Physics was discussed. As presented, this program would be offered cooperatively through the departments of Chemistry, Physics, and Mathematics. This program is novel in that it will not involve a formal minor. Prior to entering this program, a student will have been accepted by one of the participating departments. The committee supported initiation of such a program and approved Dean Crawford's suggestion that he appoint a sub-committee to work out the details for this program. Professor Briggs asked whether this might not be a step forward in setting up special committees to establish programs which cross departmental or group committee lines.
4. Repeating Courses, Changes of Grade, and Removal of Incompletes - The committee adopted the following regulations regarding re-taking courses and changes of grade:
  - (1) A student who wishes to repeat a course must submit a petition which includes his reasons for retaking the course and the endorsement of the major adviser and instructor(s) concerned.

- (2) All change of grade forms other than Incomplete to grade, must carry the reasons for the proposed change and the instructor's signature.

4a. The action of the Executive Committee in approving a time limit for removal of the Incomplete grade was discussed. It was pointed out that a change of grade from I to W one quarter after the course had been taken would lead to a large number of petitions for exception to this regulation. (For example, Master's candidates, under Plan B, register for certain courses for which they write starred papers. Incomplete grades are frequently awarded in these courses and in many cases it would not be possible for the students to remove incomplete grades in the time allowed under the present regulation). In view of the negative points raised in this discussion, the Executive Committee's action of December 1, 1960, concerning a time limit for removal of Incomplete grades was rescinded. Consideration of new policies pertaining to removal of Incomplete grades was postponed until the next Executive Committee meeting. Several committee members expressed interest in the apparent variation in departmental requirements for master's programs in relation to starred courses and Plan B papers. It was agreed that the Graduate School might undertake a survey of current practices and report back to the committee.

5. Hastening towards Degrees - The problem of moving students toward advanced degrees more quickly was again considered by the committee. Several specific proposals were introduced for committee members' reaction. These included a reduction in the time allowed for completion of the Master's degree, the initiation of a time limit for completion of the Ph.D. degree, and the introduction of a requirement for continuous registration of all doctoral students who have passed their preliminary oral examinations. The committee recommended that the Graduate School draft a proposal containing procedures for moving graduate students toward completion of degree requirements more quickly and submit it to the group committees for comments and suggestions.
6. Off-Campus Research - Dean Crawford reported that at a recent meeting of the Deans of the Graduate Schools of the AMU held at the Argonne National Laboratory, the question of off-campus thesis research was raised. (One such case at the Master's level has been considered recently by the Graduate School). The merits and disadvantages of such research at Minnesota were discussed. In general, the committee was inclined to support the principle of off-campus research providing certain restrictions would apply, including: (1) limitation to certain major fields; (2) supervision of research by a qualified university faculty member, and (3) prior approval of proposed research by group committee concerned. Dean Crawford asked members of the Executive Committee to discuss the proposed procedures for regulating off-campus research and the Argonne National Laboratory regulations of M.S. and Ph.D. Thesis Appointments with their respective group committees. (Copies re attached.) This proposal will be carried forward to the February Executive Committee meeting.

The next meeting of the Executive Committee was set for Wednesday, February 15. The meeting will be held at 11:30 a.m. in the Board Room at the Campus Club.

Respectfully submitted,

Shirley McDonald, Secretary

January 27, 1961

UNIVERSITY OF MINNESOTA  
Graduate School

January 27, 1961

Office of the Dean

To:

From: Bryce Crawford, Jr.

You'll remember my sending you, early in December, a document proposing certain changes in admission procedure into the Graduate School, and asking you for any comments and suggestions. We did indeed receive a great many suggestions, most helpful to us, and we are grateful for the thought and time which our colleagues gave to helping us. The comments were completely favorable, and so we have gone ahead and formulated a revised procedure, taking the suggestions into account.

This revised procedure (quite a bit revised!) is described in the document sent you herewith. It has been approved by the Executive Committee of the Graduate School, and we plan to put it in effect beginning with the Summer Session of 1961. Through the cooperation of Dean Ziebarth and Dean Summers, appropriate notices to prospective students are being placed in the Summer Session bulletins and the Graduate School bulletin.

If you see any drastic error we are making, please let us know. If you see an improvement we might incorporate, we'd appreciate your suggesting it to us. Our hope is that only minor changes will seem needed; with any such minor changes, we plan to circulate the description of admission procedures to the entire Graduate Faculty, and place the procedures in effect this coming summer.

Again, let me express our thanks for the helpful suggestions we received in response to our earlier proposal.

UNIVERSITY OF MINNESOTA  
Graduate School

Office of the Dean

January 27, 1961

REVISED ADMISSION PROCEDURES  
and  
TRANSFER OF CREDIT WITHIN THE UNIVERSITY

- 1.a. Students with good bachelor's records (and strong test scores if required) but who lack a "reasonable" (small) number of prerequisites will be admitted to the Graduate School instead of being referred to the Office of Admissions and Records for consideration as Adult Specials.
- 1.b. Students with promising undergraduate records who lack all or practically all preparation in their proposed major fields will be required to complete specified course prerequisites before admission will be considered at all. (University of Minnesota students may be referred to the Office of Admissions and Records to seek admission in order to acquire necessary background. Non-University applicants may be advised to take such preparation in their undergraduate colleges or universities.)
2. Beginning 1st Summer Session, 1961, all applications for admission and supporting data must be submitted no later than four weeks prior to the opening of the quarter or summer session in which students seek entrance. This deadline will be enforced. (The student will not, however, be penalized because of delays or errors on the part of offices of this University.) A statement reading "Application for Admission to the Graduate School must be submitted complete in every detail -- transcripts, test data, references, etc. -- at least four weeks prior to the opening of the quarter or summer session in which the student expects to enter will be published in the Graduate School, General Information, Duluth, and Summer Session bulletins. Such a statement will also be attached to all applications for admission. Since a new Graduate School Bulletin will not be published until 1962, we propose that a flyer containing this information be inserted in all copies of the Graduate School Bulletin, 1960-62.
3. Forms sent to faculty members for recording evaluations of individual applicants would call for the following categories of judgment:
  - a..Admit. Request that student receive strong encouragement to enter Minnesota.
  - b. Admit.
  - c. Admit - with "reasonable" (small) number of prerequisite courses.

- d. Conditional\*- student record is uneven - shows strength in last year or two of undergraduate work. Record and/or test scores show promise.
- e. Withholding recommendation pending receipt of additional information, Miller Analogies, Ohio, letters of reference, etc.
- f. Reject - applicant lacks all or practically all prerequisite work.
- g. Reject - low scholarship.
- h. Reject - lack of space.
- i. Reject - major, (concentration or emphasis) not offered at Minnesota.

\*Conditional admission status does not imply special attention by the Graduate School other than the quarterly review of scholastic records of all graduate students but serves primarily as a warning to applicants whose undergraduate records are near but somewhat below Graduate School admission standards.

#### 4. ADVANCED STANDING AND TRANSFER OF CREDITS WITHIN THE UNIVERSITY

- 4a. From an Undergraduate College of the University of Minnesota - Credits for advanced courses earned while the student is registered in an undergraduate college, even though in excess of the credits required for the baccalaureat degree, can be transferred to the Graduate School only under the following conditions:

If not more than 9 quarter credits of undergraduate credit are lacking (taking into account required and sequence courses), a limited amount of graduate work may be carried (approved courses numbered above 99) for graduate course credit, such courses not to be applied toward an undergraduate degree. The conditions stated apply to the beginning of the quarter in which the courses for graduate credit are carried. Transfer of credit must be arranged by petition to the Graduate School and may not exceed the credits earned in a single academic quarter or summer term.

Undergraduates lacking not more than 9 quarter credits (taking into account required and sequence courses) may register in the Graduate School.

- 4b. From the Extension Division of the University of Minnesota - A graduate student may, upon the approval of his graduate adviser, petition the dean of the Graduate School to have transferred to his graduate record not more than 9 quarter credits for the Master's degree in courses numbered 100 or above offered by the Extension Division of the University of Minnesota in the Twin Cities and Duluth areas, and taught by approved members of the graduate faculty. Such transfers of extension credit will not

give residence credit. No graduate credits earned in any other institution through extension courses may be transferred.

- 4c. From Adult Special or Summer Special Status - A student admitted to the Graduate School may petition to transfer to his graduate record only the credits earned in his first academic quarter or summer term as an adult or summer special student. Such work must be of graduate caliber and taught by a member of the graduate faculty. If such petitions are accepted, the student will be granted both residence and credit on his Graduate School program.

## OFF-CAMPUS THESIS RESEARCH

A student who has completed at least one year of full-time graduate study on campus and who has been admitted to candidacy for a degree may petition to pursue his thesis research off campus. This petition must be accompanied by an outline, in moderate detail, of the proposed research. The burden of proof of the desirability of such arrangement rests upon the student and his adviser; approval must be obtained before the study is begun. The following principles will apply:

1. The specific area of the thesis research must be represented in the Graduate School; i.e., the faculty adviser must be competent to direct the thesis research.
2. The off-campus sites must offer special opportunities, such as experimental facilities, field installations, specialized collections, or collaborative research items, etc., which are intrinsically unavailable on campus.
3. A full member of the Graduate Faculty must actively join in the direction of the research of the student.
4. The outline of the proposed research study must be approved by the student's thesis committee before the research is begun.

M.S. and Ph.D. Thesis Appointments

Graduate students who wish to do thesis research at Argonne are invited to apply for appointments as Resident (Thesis) Student Associates. Before we make such an appointment, we like to be assured:

- 1) That the student has completed all of the normally required course work for his degree.
- 2) That he has completed whatever language requirements the University sets for the degree in question.
- 3) That he has passed all of the preliminary or qualifying examinations for the degree sought. (It should be clear that these do not include the final oral examination which is customarily on the thesis.)
- 4) That he has been formally accepted by the University as a degree candidate.
- 5) That the thesis subject is acceptable both to the Laboratory and to the University, and that it requires special skills or equipment which are available at Argonne but not at the University.
- 6) That the direction of the thesis research will be carried out cooperatively by a member of the Argonne staff and the student's major professor.
- 7) That the final draft of the thesis will be approved by the Argonne staff member concerned as well as by the University.
- 8) That the appointment is approved by the student's major professor, department head, and AMU Council Member.

Referring to Item 6, we ask that the Argonne staff member be treated as if he were an ex officio member of the student's committee and be invited to the final examination. We also ask that the student's major professor visit the Laboratory and take an active part in the direction of the research. The Laboratory customarily covers the professor's travel and other out-of-pocket expenses for these visits, but it does not pay a consulting fee for the time devoted to thesis direction. Normally at least two visits a semester should be planned, and where feasible one visit a month during the academic year is preferred.

It is not intended that the above list be regarded as a set of hard and fast rules from which no deviation can be permitted. Rather, we like to look upon them as guiding principles which we hope make sense from the points of view of both the University and the Laboratory.