

INSTRUCTION COUNCIL

MINUTES

Thursday, April 2, 2026
126 ITLE or Zoom

<https://okstate-edu.zoom.us/j/93408932681?pwd=k7XfZJyUQZIDaBosY89x45j3PHDFfs.1>

Meeting ID: 934 0893 2681

Passcode: 097849

9:00 a.m. – 10:30 a.m.

In attendance: Shannon Baker, Laurie Beets, Larry Burns, Aaron Christensen, Cynda Clary, Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Ty Hawkins, Kelva Hunger, Diane Jones, James Knecht, Marlys Mason, Jeanette Mendez (Academic Affairs), Christine Ormsbee, Rita Peaster, Darius Prier, Carisa Ramming, Jennifer Rudd, Rebecca Sheehan, Candace Thrasher, Ronna Vanderslice, Ashley Varnell.

Meeting was called to order at 9:03am.

1. Updated Test Optional Admissions Requirements – Larry Burns

Burns presented an update regarding the university's test-optional admissions requirements. He began by noting that the current discussion builds on a pilot program approved approximately five years ago by the Regents for both OU and OSU, which allowed for test-optional admissions. Under updated Regents regulations, institutions are now permitted to continue test-optional practices provided they establish their own internal policies.

Burns explained that the existing threshold for test-optional admission has been a 3.1 high school GPA. However, recent changes in how GPAs are calculated have significantly altered applicant profiles. Previously, all GPAs listed on high school transcripts were recalculated to an unweighted scale. Current Regents policy now requires institutions to use the GPA as reported on the transcript, whether weighted or unweighted. This shift has impacted institutional data, including student representation metrics, prompting a reassessment of the GPA threshold.

In collaboration with the Office of Admissions and Institutional Research and Analytics (IRA), the decision has been made to raise the minimum GPA requirement for test-optional admission to 3.25. This change will take effect beginning with the Fall 2027 entering class. Burns clarified that this threshold will function as an internal criterion and will not be publicly posted on the university website, consistent with the institution's holistic admissions practices and Regents guidelines, which do not require publication of such criteria.

Discussion followed regarding benchmarking practices across peer institutions, particularly within the Big 12. Burns reported that approximately half of peer institutions publicly disclose their test-optional GPA thresholds, while the other half do not. Among those that do, 3.25 appears to be the most

common benchmark. However, he emphasized that GPA comparisons across institutions are inherently inconsistent due to variations in state policies and calculation methods. For example, Texas institutions use a standardized 4.0 scale, while Kansas employs a hybrid weighted/unweighted system based on core coursework.

Burns concluded by noting that the university will continue to review admissions data annually in partnership with IRA. The decision to raise the GPA threshold at this time reflects both the recent policy changes and observed trends in applicant data. Future adjustments may be considered as additional benchmarking data becomes available over the next several years.

2. Demonstration of the new Honors Course List created by IRA and added to the internal dashboards list – Richard Frohock

<https://osuprod.ondemand.sas.com/SASVisualAnalytics/?reportUri=%2Freports%2Freports%2F75d4611a-170a-4e6e-97e0-e6e6294cd9ac&reportViewOnly=true&reportContextBar=false&sas-welcome=false>

Frohock presented a demonstration of the newly developed Honors Course List dashboard, created in collaboration with IRA (specifically Randy Kitchens). The initiative aims to improve how honors course information is compiled, maintained, and accessed by both advisors and students.

Frohock explained that, historically, honors course listings were generated through a manual process that involved extracting course data from Banner and merging it with additional honors-specific information not housed within Banner. This included elements such as customized seminar descriptions, honors disciplinary designations, and course pairings for add-on sections. The resulting lists were distributed as static PDF documents each semester. This process was labor-intensive, prone to human error, and quickly became outdated as course offerings in Banner were continuously updated.

To address these limitations, IRA developed a dynamic dashboard that integrates Banner data with a centralized honors data set. The dashboard provides a real-time, continuously updated view of honors course offerings. It includes a range of filtering capabilities that allow users to search by term, honors course, parent course (for add-on pairings), honors disciplinary area, and General Education (GenEd) requirements.

Frohock emphasized that the addition of GenEd filtering represents a significant enhancement. This feature enables students to identify honors courses that simultaneously fulfill GenEd requirements, thereby supporting more efficient degree planning and helping ensure that honors coursework remains integrated within students' academic pathways.

The dashboard is accessible to faculty and staff through the Cowboy Data Roundup within IRA's internal dashboards. Users can filter and export course data as needed. Additionally, the tool has been integrated into the student-facing Slate portal via a dedicated Honors tab, allowing honors students to directly access course listings during advising and enrollment. The student version of the dashboard is more limited in functionality, notably lacking export capabilities.

During discussion, questions were raised regarding access and visibility. Advisors may access the dashboard either through Cowboy Data Roundup or by viewing it within a student's Slate profile. It was also noted that future-term data (e.g., Spring 2027) is currently visible in the dashboard for planning purposes. However, concerns were expressed about students accessing preliminary or unfinalized course schedules. In response, Burns indicated that visibility settings could be adjusted so that students only see officially published terms, while advisors retain access to draft data for planning.

The dashboard was described as a significant improvement over previous processes, offering greater accuracy, efficiency, and usability for both advisors and students.

3. HLC preview – Chris Francisco

This discussion was tabled until the next Instruction Council meeting on April 16, 2026.

4. Curriculum

Course Action Summaries:

College of Arts and Sciences

GRMN 4113 prefix change to LL 4113 was approved via an email vote on 3/12/26

College of Education and Human Sciences

For the College of Arts and Sciences, a curricular update was presented by Hawkins concerning a German course previously listed at the 4000 level. It was noted that the 4000-level designation implies language proficiency under university policy; however, the course in question is taught in English and focuses on German literature in translation. To address this discrepancy and avoid misrepresenting language proficiency expectations, the course prefix has been approved for change to an “LL” designation. This change had previously been supported through an email vote.

For the College of Education and Human Sciences, Prier tabled several graduate-level nursing course proposals, which included NURS 5123, NURS 5163, NURS 5833, and NURS 5843. Prier noted an interest in exploring potential collaboration with the Spears School of Business related to these offerings, as well as addressing broader considerations associated with the proposals.

Clary moved to approve, and Mason seconded. Instruction Council members approved the College of Arts and Sciences and College of Education and Human Sciences course action summaries with the exception of four (4) CEHS courses (NURS 5123, NURS 5163, NURS 5833, and NURS 5843), which were tabled for further discussion.

Program Modifications:

Ferguson College of Agriculture

Master of Science in Agricultural Education and Leadership (008)

Course requirement change

- Formal Report track
 - Remove AGED 5102
 - Add AECL 5000
- Total credit hours will not change
- Reason for requested action: The modification to the formal report track replaces the creative component course with a thesis/formal report course.

Bachelor of Science in Agricultural Sciences and Natural Resources in Animal Science (018)

Course requirement change

- Business/Pre-Law, General, and Production and Operations options
 - Require ANSI 1124
- Total credit hours will not change
- Reason for requested action: Animal Science majors will be required to complete ANSI 1124, while non-majors will be encouraged to complete ANSI 1023.

Due to limited laboratory capacity, this change is intended to ensure access for students whose degree programs require the lab experience.

Master of Agriculture in General Agriculture (302)

Option name change

- Change option name from Agriculture Leadership to Agricultural Education and Agricultural Leadership
- Reason for requested action: To better reflect both programs included within this option.

Course requirement change

- Option in Agricultural Education and Agricultural Leadership
 - Remove AGLE 5303, AGLE 5353, and AGLE 6203/AECL 5863
 - Remove 6 hours of electives
 - Add six hours of AGED, six hours of AGLE, and three hours of AECL, AGED, AGLE, or AGCM
- Total credit hours will not change
- Reason for requested action: To provide students with greater flexibility.

Burns asked if the CIP code needs to be evaluated, and Clary responded negatively.

Master of Science in Horticulture (129)

Course requirement change

- Thesis option
 - Add HORT 5233, HORT 5443, and HORT 5553
 - Decrease HORT/Related Field courses from 20 to 11 credit hours
- Formal Report option
 - Add HORT 5233
 - Remove 28-34 hours
 - Add 12 hours of HORT at 5000-level and 12 to 18 hours of HORT/Related Field
- Total credit hours will not change
- Reason for requested action: The requested modification is the result of a recent review of academic assessment outcomes.

Fullerton moved to approve, and Mason seconded. Instruction Council members approved the Ferguson College of Agriculture program modifications.

College of Arts and Sciences

Bachelor of Arts in Art (024)

Course requirement change

- Art History option
 - Remove ART 2573
 - Add ART 3513
- Studio Art option
 - Increase upper-division Studio Art from 10 to 12 hours
 - Decrease electives from 9 to 7 hours
- Total credit hours will not change

- Reason for requested action: To update curriculum requirements to better prepare students.

Master of Arts in Art History (485)

Course requirement change

- Reduce the number of credit hours in ART 5920 from 6 to 3 credit hours
- Thesis track
 - Add 3 credit hours to ART courses related to the student's curricular track
- Non-Thesis track
 - Increase ART courses related to the student's curricular track to 15 credit hours
 - Increase courses outside of art history to 15 credit hours
 - Remove ART 5000
- Total credit hours will not change
- Reason for requested action: To provide students with additional flexibility.

Additionally, this update was made to align thesis credit hours more closely with the actual scope of work required.

Graduate Certificate in Big Data Analytics (512)

Program Deletion

- One student is currently enrolled and is anticipated to graduate during the 2025-2026 academic year
- The student will be able to complete the program because they already meet the graduation requirements
- Program deletion effective beginning 2026-2027
- Reason for requested action: Lack of student enrollment in the program.

Hawkins noted that continuing the program could detract from emerging initiatives, particularly in areas such as generative AI and related graduate programs, which are expected to have stronger demand.

Bachelor of Arts in English (085)

Course requirement change

- General option
 - Decrease 4000-level hours from 12 to 6 credit hours
 - Remove stipulation that 15 hours of upper-division must be outside of ENGL
- Creative Writing option
 - Increase Creative Writing hours from 15 to 18 credit hours
 - Decrease upper-division hours from 15 to 12 credit hours and remove stipulation that courses must be outside of ENGL
- Total credit hours will not change
- Reason for requested action: The college no longer limits the number of hours from a single department.

Doctor of Philosophy in Geology (469)

Course requirement change

- For 60 hours beyond the master's degree track

- Remove GEOL 5243 and 15 hours of additional coursework in GEOL
- Add 18-38 hours of coursework in GEOL or related field
- Change research and dissertation requirement from 40 hours to 20-40 hours, with the option of 20 hours substituted for graduate-level coursework
- For 90 hours beyond the bachelor's degree track
 - Change 35 hours of electives to 35-55 hours of coursework in GEOL or related field
 - Change research and dissertation requirement from 50 hours to 30-50 hours, with the option of 20 hours substituted for graduate-level coursework
- Total hours will not change
- Reason for requested action: To provide additional flexibility for students.

Bachelor of Science in Mathematics (141)

Course requirement change

- Applied Mathematics option
 - Add two application areas – Engineering and Alternative Area of Application
- Secondary Teacher Certification option
 - Remove MATH 3303, SMED 4023, and SMED 4723
 - Add MATH 4893 and CIED 4724
 - Increase CIED 4720 from 6 to 8 credit hours
- Total credit hours will not change
- Reason for requested action: Modifications to the Applied Mathematics option allow additional pathways for students. Modifications to the Secondary Teacher Certification option align with Professional Core requirements.

Bachelor of Science in Microbiology, Cell and Molecular Biology (149)

Program name change

- Change program name from Microbiology, Cell and Molecular Biology to Microbiology
- Reason for requested action: Updating program name for enhanced student recruitment.

Course requirement change

- General option
 - Reduce 12 hours upper-division MICR (except MICR 3103) or upper-division hours from BIOL, BIOC, CHEM, ANSI, PHYS, P BIO, NSCI, STAT, CS, or MATH to 9 credit hours
 - Add 3 hours of MICR or BIOL
- Total credit hours will not change
- Reason for requested action: To include more Microbiology courses in the curriculum.

Master of Science in Microbiology, Cell and Molecular Biology (150)

Degree requirement change

- Remove GRE
- Reason for requested action: To remove barriers to admission in the program.

Course requirement change

- Thesis option
 - Add MICR 5002 and MICR 5990
 - Reduce electives from 21 to 15 credit hours
- Non-Thesis option

- Add MICR 5273, MICR 6323, and MICR 6223
- Remove MICR 5160, MICR 5990
- Require MICR 6153
- Reduce electives from 18 to 12 credit hours
- Total credit hours will not change
- Reason for requested action: Updating core coursework.

Doctor of Philosophy in Microbiology, Cell and Molecular Biology (151)

Degree requirement change

- Remove GRE
- Reason for requested action: To remove barriers to admission in the program.

Course requirement change

- Reduce degree requirements from 90 to 65 credit hours
- Total credit hours will decrease from 90 to 65 credit hours
- Reason for requested action: To remain competitive with peer institutions.

At the graduate level, the department is removing the GRE requirement for both MS and PhD admissions, citing a lack of evidence that GRE scores predict student success and identifying the requirement as a barrier to recruitment.

Bachelor of Arts in Multimedia Journalism (478)

Bachelor of Science in Multimedia Journalism (477)

Course requirement change

- Reduce the number of transfer hours in MC-MMJ-SC-SPM that will count toward major requirements from 12 to 6 credit hours. MC-MMJ-SC-SPM transfer hours may be applied to other degree requirements.
- Total credit hours will not change
- Reason for requested action: To allow students to utilize additional transfer hours in MC-MMJ-SC-SPM as electives or to meet other degree requirements outside of the major requirements.

Bachelor of Science in Physics (161)

Course requirement change

- Secondary Teacher Certification option
 - Reduce courses designated (H) from 6 to 3 credit hours
 - Add 3 hours of courses designated (DH)
 - Remove PHYS 3513
 - Increase electives from 5 to 8 credit hours
- Total credit hours will not change
- Reason for requested action: Removing redundancy within the PHYS curriculum.

Bachelor of Arts in Political Science (170)

Option name change

- Change option name from Practical Politics – Campaigning, Lobbying and Policymaking to Campaigns and Lobbying
- Reason for requested action: Updating the option name to better convey content.

Course requirement change

- Campaigns and Lobbying option
 - Remove POLS 2113 and POLS 3493
 - Add POLS 3533
 - Increase guided coursework from 9 to 12 credit hours
- Pre-Law option
 - Remove POLS 4353/POLS 4980
 - Increase upper-division POLS from 9 to 12 credit hours
 - Select 2 courses from POLS 4963, POLS 4973, and POLS 4980
- Total credit hours will not change
- Reason for requested action: To provide students with more appropriate course selections.

Bachelor of Science in Political Science (407)

Course requirement change

- Pre-Law option
 - Remove POLS 4353/POLS 4980
 - Increase upper-division POLS from 9 to 12 credit hours
 - Select 2 courses from POLS 4963, POLS 4973, and POLS 4980
- Total credit hours will not change
- Reason for requested action: To provide students with more appropriate course selections and additional flexibility.

Graduate Certificate in Statistics (New)

New program request

- Delivery method: Traditional and Electronic
- Total credit hours: 15
- Reason for requested action: To provide students from other disciplines with statistical training at the graduate level.

Hawkins highlighted the development of this Graduate Certificate in Statistics as a significant development. The 15-credit-hour certificate is designed to be accessible to graduate students across disciplines, providing foundational and applied statistical training. The program emphasizes interdisciplinary collaboration and aims to complement existing applied statistics coursework in other departments. Discussion noted strong potential for cross-college engagement and the importance of flexibility in accommodating discipline-specific coursework.

Doctor of Philosophy in Statistics (193)

Course requirement change

- Remove STAT 5013
- Increase electives from 25 to 28 credit hours
- Add a track for 60 hours beyond the master's degree
- Reason for requested action: To remove a course that is often waived for students. To provide a clear path for students coming into the program who have earned a master's degree in Statistics.

Bachelor of Arts in Strategic Communication (476)

Bachelor of Science in Strategic Communication (475)

Course requirement change

- Reduce the number of transfer hours in MC-MMJ-SC-SPM that will count toward major requirements from 12 to 6 credit hours. MC-MMJ-SC-SPM transfer hours may be applied to other degree requirements.
- Total credit hours will not change
- Reason for requested action: To allow students to utilize additional transfer hours in MC-MMJ-SC-SPM as electives or to meet other degree requirements outside of the major requirements.

Bachelor of Arts in Sports Media (479)

Bachelor of Science in Sports Media (480)

Course requirement change

- Reduce the number of transfer hours in MC-MMJ-SC-SPM that will count toward major requirements from 12 to 6 credit hours. MC-MMJ-SC-SPM transfer hours may be applied to other degree requirements.
- Total credit hours will not change
- Reason for requested action: To allow students to utilize additional transfer hours in MC-MMJ-SC-SPM as electives or to meet other degree requirements outside of the major requirements.

Bachelor of Fine Arts in Theatre Arts (New)

New program request

- Delivery method: Traditional
- Credit hours: 120
- Reason for requested action: To meet a growing student demand for comprehensive, pre-professional training that capitalizes on the department's momentum while addressing curricular efficiency.

Hawkins discussed that this new program represents a strategic effort to enhance program reputation, attract high-quality students and faculty, and signal increased rigor. The proposal includes the development of a shared core curriculum across diverse theatre disciplines to ensure efficient course delivery and sustainable enrollment while maintaining flexibility for student specialization.

Freeman moved to approve, and Fullerton seconded. Instruction Council members approved the College of Arts and Sciences new program requests and program modifications.

College of Education and Human Sciences

Master of Science in Design and Merchandising (051)

Option name change

- Change option name from Apparel Design and Production to Apparel Design and Textile Science
- Reason for requested change: To provide clarity to prospective students about the content of the option.

Degree requirement change

- Remove GRE
- Reason for requested action: To remove barriers to admission.

Course requirement change

- Apparel Design and Textile Science option
 - Remove DM 5001, DM 5112, and STAT 5013
 - Add REMS 5953
 - Require DM 5093 and DM 5533
 - Add track for Apparel Design (Thesis), Textile Science (Thesis), and Apparel Design (Creative Component)
- Merchandising option
 - Remove DM 5001, DM 5112, and STAT 5013
 - Add REMS 5953, DM 5043, and DM 5243
 - Require DM 5093
 - Decrease electives from 12 to 6 credit hours
- Total credit hours will not change
- Reason for requested action: Updating curriculum to remain current with industry.

Doctor of Philosophy in Educational and Leadership Policy Studies (461)

Course requirement change

- Higher Education option
 - Remove HESA 6463, HESA 6553, and HESA 6703
 - Add 3 hours of additional research coursework
 - Add HESA 6803
 - Change elective or cognate option from 6 to 9 credit hours
- Total credit hours will not change
- Reason for requested action: To remove redundancy in the curriculum and provide students with additional elective hours.

Master of Science in Educational Leadership Studies (437)

Option name change

- Change option name from Higher Education to Higher Education Administration
- Reason for requested action: The addition of “Administration” to the option name provides clarity to prospective students and aligns more closely with the HESA program.

Course requirement change

- Higher Education Administration option
 - Require HESA 5320
 - Remove HESA 5720
 - Add HESA 5983 and HESA 5903
 - Reduce electives from 18 to 9 credit hours
 - Total credit hours will decrease from 36 to 30 credit hours
 - Reason for requested action: Creation of a core set of requirements that aligns better with the proposed option name change.

Bachelor of Science in Elementary Education (074)

Option name change

- Change option name from Alternative Certification to Non-Certification
- Reason for requested change: To reduce confusion with students expecting assistance in obtaining teacher certification through the state’s alternative pathway.

Graduate Certificate in Higher Education Administration (New)

New program request

- Delivery method: Electronic
- Total credit hours: 12
- Reason for requested action: To meet the needs of individuals working in K-12 education, business, and other fields who wish to transition to roles within higher education.

Doctor of Philosophy in Human Development and Family Science (305)

Course requirement change

- Add HDFS 5293, HDFS 5543, HDFS 5153, HDFS 5563, HDFS 6523, HDFS 6100, REMS 6693, REMS 6683 or SCFD 6123
- Remove HDFS 5213 and HDFD 6113
- Remove HDFS 5110 as a required course. Add HDFS 5000 or HDFS 5110.
- Add six hours of guided coursework
- Remove 27 hours of specialization courses
- Total credit hours will not change
- Reason for requested action: To contemporize the curriculum to fit with industry needs and streamline the curriculum in the department to maximize enrollment in courses.
- Tabled by Instruction Council on 8.7.2025 due to no EHS representative at the meeting.

Doctor of Philosophy in Human Sciences (123)

Option suspension

- Suspend option in Human Development and Family Science
- The option will be reinstated or deleted within three years
- Reason for requested action: A stand-alone degree in Human Development and Family Science was approved and this option is no longer needed.
- Tabled by Instruction Council on 8.7.2025 due to no EHS representative at the meeting.

Bachelor of Applied Science in Recreation and Athletic Management (New)

New program request

- Request for a sub 120-hour degree
- Delivery method: Traditional
- Total credit hours: 90
- Reason for requested action: To prepare students to manage the wide range of recreation and athletic programs available in Oklahoma and the surrounding states.

Bachelor of Science in Secondary Education (182)

Option name change

- Change option name from English – Alternative Certification to English – Non-Certification
- Reason for requested change: To reduce confusion with students expecting assistance in obtaining teacher certification through the state's alternative pathway.

Course requirement change

- Option in Mathematics
 - Increase electives from 8 to 11 credit hours

- Remove MATH 3303, SMED 4023, SMED 4723, and CIED 4133
- Add MATH 4893 and CIED 4724
- Total credit hours will not change
- Reason for requested action: To align curriculum with OSUTeach program.

MATH 4893 is a new course effective Fall 2026.

During discussion, administrative considerations were raised by Burns regarding the impact of repeated program and option name changes on institutional data systems, as such changes require recoding of affected students.

Mason moved to approve, and Freeman seconded. Instruction Council members approved the College of Education and Human Sciences new program requests and program modifications.

College of Engineering, Architecture and Technology

Graduate Certificate in Construction Project Administration (New)

New program request

- Delivery method: Electronic
- Total credit hours: 17
- Reason for requested action: To provide a pathway for industry or technical professionals to update their skills to join the construction industry.

Doctor of Philosophy in Electrical Engineering (073)

Course requirement change

- For students with a master's degree
 - Reduce total credit hours from 73 to 67 credit hours
 - Total credit hours will decrease from 73 to 67 credit hours
- Add a track for students with a bachelor's degree
- Reason for requested action: To provide a clear pathway for students entering the program with a bachelor's or master's degree.

Clary moved to approve, and Hawkins seconded. Instruction Council members approved the College of Engineering, Architecture and Technology new program request and program modification.

Spears School of Business

Undergraduate Certificate in Business Essentials (295)

Program suspension

- Program will be reinstated or deleted within three years
- Program suspension effect beginning 2026-2027
- Reason for requested action: Lack of enrollment.

Undergraduate Certificate in Sustainable Business Management (508)

Program suspension

- Program will be reinstated or deleted within three years
- Program suspension effective beginning 2026-2027

- Reason for requested action: Lack of student interest in the program.

Two undergraduate certificate programs are being placed into suspension due to low enrollment. Mason indicated that these certificates may be revised and reintroduced in the future. It was noted that Spears currently offers a range of more specialized, career-focused certificates embedded within major programs, as well as multiple track options that better meet student demand and workforce needs.

Frohock moved to approve, and Freeman seconded. Instruction Council members approved the Spears School of Business program modifications.

Global Studies

Master of Science in Global Studies (410)

Course requirement change

- Remove GS 5233
- Add GS 5213
- Remove foreign language requirement
- Total credit hours will not change
- Reason for requested action: Updating curriculum to align with faculty expertise and course availability. Removal of the foreign language requirement improves access to the degree.

Currently, students are required to complete approximately nine credit hours of foreign language coursework, which does not count toward the degree. It was noted that while many students entering the program already possess foreign language experience, others, particularly military and nontraditional students, do not. For these students, the requirement created an additional barrier to entry and completion. The removal of the foreign language requirement is intended to improve program accessibility, support recruitment efforts, and reduce attrition, particularly among prospective students who may not have prior language experience.

Mason moved to approve, and Sheehan seconded. Instruction Council members approved Global Studies' program modification.

5. Other

Sheehan encouraged members to improve documentation clarity when submitting program changes that include new courses in Courseleaf. Specifically, when a new course appears in proposal materials (e.g., red box around it), it was recommended that the summary or reason why explicitly note whether a corresponding course action has been submitted. This clarification would assist reviewers, particularly the Graduate Council, by reducing the need to verify whether new courses are properly in the approval pipeline. A related example was discussed concerning a Mathematics course renumbering (from MATH 3303 to MATH 4893), which is still pending approval. It was noted that, in the interim, students may need to complete the currently approved course while substitutions are managed administratively.

Sheehan also reviewed procedures for handling program changes that affect students already in progress toward degree completion. It was clarified that most program modifications will take effect in the following academic year and appear in the next catalog cycle. When discrepancies arise between degree requirements and approved coursework, exceptions may be handled at different levels:

- Routine adjustments may be resolved at the Graduate College level (e.g., deviations from degree requirements).
- More complex cases (e.g., excess credit hours or zero-ending courses) may require approval from the Provost's Office.

Sheehan emphasized the importance of early communication when potential issues are identified, particularly for students nearing graduation, to ensure timely degree clearance.

Additionally, it was noted that, in some cases, moving students to a newer catalog year may provide a more efficient solution than processing individual exceptions. This approach may help streamline degree completion for students affected by recent program changes.

The discussion concluded with a reminder that coordination among the Graduate College, Registrar's Office, and Provost's Office is essential to resolving exceptions and supporting student success.

Meeting was adjourned at 9:57am.

Minutes were recorded by Ashley Varnell.