

**Graduate Council Meeting**  
**Wednesday, October 9, 2024**  
(The Bylaws prohibit representation by proxy.)

**AGENDA**

**I. Reading, Correction and Approval of Minutes**  
(August 21, 2024)

**II. Graduate Council Committee Reports**

A. Appeals Committee  
Committee Report (AnnaMarie Conner)

B. Program Committee  
Committee Report (George Vellidis)

Since the last meeting of the Graduate Council, the Program Committee has reviewed and approved three proposals via Microsoft Teams. The Program Committee would like to bring the following action items to the Graduate Council for its approval.

*Action Item 1:* From the Mary Francis Early College of Education, Department of Educational Theory and Practice, a proposal to offer an MAT in Elementary Education at the Gwinnett Campus.

*Action Item 2:* From the College of Engineering, a proposal to terminate the Graduate Certificate in Engineering Physics.

*Action Item 3:* From the College of Engineering, a proposal to terminate the Graduate Certificate in Computer Systems Engineering.

C. Policy and Planning Committee  
Committee Report (Kelly Dyer)

The PPC has met twice (September 6, October 4) since the last meeting of Graduate Council. The following items are brought forward to Graduate Council for action/discussion.

*Action Item 1:* Confirmation of policy on “Change of Degree Objective” (no changes).

*Action Item 2:* Confirmation of policy on “Application for graduation” (no changes).

*Action Item 3:* Revision of policy on PMD Requirements by removal of outdated and redundant statements (#4, #7, #8).

*Action Item 4:* Revision of policy on “Advising Members of Immediate Family” by additional clarification.

*Discussion Item:* Co-authorship Policy

1. Contributions and approval of co-authors
2. Co-first authored papers

### **III. Information Items**

- A. Curriculum Report: Since our last meeting, the Graduate School has approved 11 new courses, 193 course revisions, and 0 deletions.
- B. Five Program Committee action items scheduled for the September 11 meeting were approved by Graduate Council via online voting with a count of 19-0-0:
  - From the Mary Francis Early College of Education, Department of Mathematics, Science and Social Studies Education, a proposal to offer the M.Ed. in Mathematics Education Online.
  - From the Mary Frances Early College of Education, Department of Workforce Education and Instructional Technology, a proposal to offer a new Ed.D. in Learning, Design, and Technology Online.
  - From the Mary Frances Early College of Education, College of Family and Consumer Sciences, and School of Social Work, a proposal to terminate the Marriage and Family Therapy Certificate.
  - From the College of Public Health, Global Health Institute, a proposal for a new Area of Emphasis in Global Health in the MPH.
  - From the Terry College of Business, a proposal to approve the Institute for Business Analytics and Insights.
- C. Next meeting: Wednesday, November 13, 3:30pm, 327 Brooks Hall

### **IV. Adjourn**

## PROPOSAL FOR AN EXTERNAL DEGREE

Date: 9/11/2024

Department/Division: Department of Educational Theory and Practice

School/College: Mary Frances Early College of Education

Program (Major and Degree): Master of Arts in Teaching in Elementary Education

Which campus(es) will offer this program? Athens, Gwinnett

Will any approved areas of emphasis be offered under this major? No

Proposed Effective Date: Spring 2025

The proposal for an External Degree must include a brief narrative that addresses the following points.

### 1. Assessment

In 2024, the college was contacted by the Human Resources Division of the Gwinnett County School District to engage the college in supporting the certification of their district's provisionally-certified teachers in Elementary Education. Currently, there are 185 provisionally certified teachers in Gwinnett and 3,430 provisionally-certified teachers in the Atlanta metro area of Georgia (this number also includes other fields than elementary education). In 2023, the national Bureau of Labor Statistics estimates that nationally there are 106,500 openings for kindergarten and elementary school teachers projected each year, on average. These openings are expected to result from the need to replace workers who transfer to other occupations, exit the labor force, or retire.

Simultaneously, the university's central administration has expressed an interest in continuing to establish robust graduate offerings at the Gwinnett campus. Transitioning provisionally-certified teachers to full-certified teachers is challenging given costs of higher education, demands for meeting teacher credentialing requirements, and the often full-time nature of educator preparation programs. This unique partnership with the Gwinnett County Schools will allow teachers who are earning a full-time teacher salary to have the option to formally pursue their teacher certification with the Mary Frances Early College of Education while maintaining their full-time employment. Our college has the distinct advantage of being ranked #10 in the nation by US News and World Report. No other institution in Georgia is ranked in the top 25 programs in elementary education in the United States.

### 2. Admission Requirements

Candidates enrolled in the initial preparation Master of Arts in Teaching in Elementary Education enter the program through a rigorous admissions process. This review includes a University of Georgia Graduate School application and required elements for initial preparation admission stipulated by the Georgia Professional Standards Commission. A holistic review of candidates is conducted meaning that faculty make an overall decision about admission from all data sources, although minimum requirements are also considered to meet both institutional and GaPSC requirements. The components for the holistic review include: (1) a Graduate School Application for Admission; (2) undergraduate grade point average of 2.8 or higher; (3) an application essay; (4) a resumé; (5) GRE scores for applicants who students whose undergraduate grade point averages are 2.99 or below; (6) transcripts from all institutions

attended; (7) three letters of recommendation; (8) a summary of previous coursework; and (9) a summary of previous experiences with children.

### 3. Program Content

Course	Course Name	Credits
EDEL 6040	Learning Ecologies I: Equity, Access & Inclusion in Context	3
EDEL 6045	Introduction to Elementary Education Theory & Practice	3
EDEL 6050	Learning Ecologies II: Integrated Curriculum and Assessment	3
EDEL 6060	Learning Ecologies III: Culturally Responsive Learning Environments and Classroom Management	3
EDEL 6070	Learning Ecologies IV: Arts-Based Pedagogies in Elementary Education	3
EDEL 7460	Student Teaching in Elementary Education	3
EMAT 6420	Mathematics Methods for PreK-Grade 8	3
LLED 6010 or LLED 7320	Survey of Reading Instruction Pre-K through Grade 12 or Writers and Writing Pedagogy, Grades P-8	3
ESOC 7420	Social Studies for the Young Child	3
ESCI 6420	Science for Pre-K -8 <sup>th</sup> Grade	3
EDSE 6020	Inclusion of Students with Special Needs: PreK-Grade 5	3
	Total:	33

### 4. Student Advising

Students will be advised by the Elementary Education faculty. Services accessible for Gwinnett students will be identical to services offered in the Athens campus option. Matriculated students will be made aware of university student support services (e.g., libraries, CAPS, career center, etc.).

### 5. Resident Requirements

Residence requirements will be identical to those established for the authorized degree program.

### 6. Program Management

This program will be administered by faculty in the Department of Educational Theory and Practice with cooperation from content and pedagogy faculty from the Department of Communication Sciences and Disorders; Language and Literacy Education; Mathematics, Science, and Social Studies Education. Day-to-day services will be supported by a faculty with support from the departments' Graduate Program Coordinator and Graduate Program Administrator. Additional support will be provided by the college's Office of Academic Programs and Office of Clinical Practice. Courses will be taught by program faculty and/or vetted part time instructors (PTI). PTIs will be hired on an as needed basis, although the faculty perceive this to be a rare need. Once established, the hope is the program will attract and support, at minimum, 50 new students per year.

Admissions will be managed on a once a year start in the spring semester. Student Learning Objectives for this proposed Gwinnett program are reported within the UGA required processes and are already operationalized based on the current face-to-face program. All courses are offered each year. The program should be completed by students in a two-year time period but can also be completed at the learner's pace, so there is not a time limit, except within the graduate school's timeline requirements of six years before courses begin to expire.

*Timetable for the first iteration of the degree program:*

Fall 2024: Work with the Gwinnett County Schools to provide information about the program and to solicit applicants. Complete admissions to welcome a Spring 2025 cohort of 50 students. Compile data, complete request for substantive change by the Georgia Professional Standards Commission (GaPSC).

Spring 2025: Offer the first two courses on the program of study. Advertise and carry out admission procedures for Spring 2026 cohort.

Summer – Fall 2025: Upon approval, conduct informational and recruitment sessions (e.g., school recruitment fairs).

**7. Library and Laboratory Resources**

There are no laboratory requirements for the program. In terms of library access, students will have access to Galileo and GIL. Students will be required to meet the basic technologies necessary to use eLC or other university systems.

**8. Budget**

Although this location will mirror the existing face-to-face program, funds will be requested for the teaching of these additional courses at the Gwinnett campus. Some courses in the program would be subsumed in regular faculty teaching loads. In other cases, courses will be supported through part-time instructors. The proposed program will employ current library resources and does not anticipate additional fees in the form of library, laboratory, or other specialized facility resource requirements. The faculty do not anticipate any startup costs for the proposed program. Additional instructional support is set for all programs within the college through an annual budgeting process and if there is a need for additional instruction, the funds will be assigned during that annual review process. Therefore, this proposal is submitted with a \$0 budget. No e-rate is requested for this program.

**9. Program Costs Assessed to Students**

Costs for students to complete the Master of Arts in Elementary Education would be consistent with the established fee structure for the university and for programs located at the Gwinnett campus.

**10. Accreditation**

This program is subject to approval by the Georgia Professional Standards Commission (GaPSC). The program will submit a request to the GaPSC for an addition in location offering.

**11. Approvals**



\_\_\_\_\_  
Department Head

9/16/2024

\_\_\_\_\_  
Date

*Denise A. Spangler*

9-16-24

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Dean

Date

# PROPOSAL FOR DEACTIVATION OR TERMINATION OF AN ACADEMIC PROGRAM

**Date:** May 17, 2024

**School/College:** College of Engineering

**Department/Division:** College of Engineering

**Program (Major and Degree):** Graduate Certificate in Engineering Physics

**Which campus(es) offer this program?** Athens

**Deactivation or Termination?** Termination

**Proposed Effective Date:** Spring 2025

**Last date students will be admitted to this program:** No students are currently enrolled.

**Last date students will graduate from this program:** No students are currently enrolled.

*Note: There may be no enrollment in the program as of the termination effective date.*

## **Program Abstract:**

*Provide a brief summary of the program being proposed for deactivation or termination.*

The Graduate Certificate in Engineering Physics was approved in 2001. The certificate was designed to blend instruction in the disciplines of engineering and physics to prepare students to utilize this knowledge in the construction of new equipment and technologies. In order to receive the certificate, students were required to complete 18 credit hours of course work in engineering and physics.

## **For Deactivated or Terminated Programs:**

***1. State the reasons for deactivating or terminating the program, and provide copies of any relevant documents.***

The certificate has been dormant for several years and there are currently no plans to offer it to students.

***2. What will be done to minimize the impact of the deactivation or termination of the program upon the personal and professional lives of the faculty and staff involved? Include specific information on: a) how faculty and staff will be notified of the deactivation or termination, and b) how faculty and staff will be reallocated.***

The certificate has been inactive for several years. Terminating the certificate should not affect students, faculty, or staff.

***3. What will be done to ensure that deactivation or termination of the program does not weaken other programs (graduate, undergraduate, or professional) for which the department may be responsible?***

The certificate has been inactive for several years. Terminating the certificate should not affect other programs within the College of Engineering.

## **For Deactivated Programs:**

***4. State the plans for allowing students currently enrolled in the program to complete degree requirements, including specific information on: a) how students will be notified of the program deactivation, and b) how students will be advised on completing the program.***

No students are currently enrolled in the certificate.

***5. What plans, if any, are there for subsequent reactivation of the deactivated program?***

There are currently no plans for reactivating this certificate.



# PROPOSAL FOR DEACTIVATION OR TERMINATION OF AN ACADEMIC PROGRAM

Date: May 17, 2024

School/College: College of Engineering

Department/Division: College of Engineering

Program (Major and Degree): Graduate Certificate in Computer Systems Engineering

Which campus(es) offer this program? Athens

Deactivation or Termination? Termination

Proposed Effective Date: Spring 2025

Last date students will be admitted to this program: No students are currently enrolled.

Last date students will graduate from this program: No students are currently enrolled.

Note: There may be no enrollment in the program as of the termination effective date.

## **Program Abstract:**

*Provide a brief summary of the program being proposed for deactivation or termination.*

The Graduate Certificate in Computer Systems Engineering was approved in 2001. The certificate was designed as a multidisciplinary program with instruction in computer hardware and software and the use of computers to automate, monitor, and control various systems. In order to receive the certificate, students were required to complete 18 credit hours of course work in computer science and engineering.

## **For Deactivated or Terminated Programs:**

***1. State the reasons for deactivating or terminating the program, and provide copies of any relevant documents.***

The certificate has been dormant for several years and there are currently no plans to offer it to students.

***2. What will be done to minimize the impact of the deactivation or termination of the program upon the personal and professional lives of the faculty and staff involved? Include specific information on: a) how faculty and staff will be notified of the deactivation or termination, and b) how faculty and staff will be reallocated.***

The certificate has been inactive for several years. Terminating the certificate should not affect students, faculty, or staff.

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## **For Deactivated Programs:**

***4. State the plans for allowing students currently enrolled in the program to complete degree requirements, including specific information on: a) how students will be notified of the program deactivation, and b) how students will be advised on completing the program.***

No students are currently enrolled in the certificate.

***5. What plans, if any, are there for subsequent reactivation of the deactivated program?***

There are currently no plans for reactivating this certificate.

### **Change of Degree Objective**

A student wishing to change his or her degree objective may do so with the approval of the departmental graduate coordinator and the dean of the Graduate School. A form requesting a change in degree objective may be submitted to the Graduate School if a student has registration eligibility and is

- 1) changing from provisional admission status to the status of a prospective candidate for a degree within the same department;
- 2) changing from one degree objective to another degree objective within the same department; and/or
- 3) changing from one major to another within the same department.

A non-degree student or a transient student is not eligible to request a change of degree objective and must apply for admission to be considered for a graduate degree program. A currently enrolled student wishing to change from one degree and department / college to another degree in a different department/college must apply for admission to the new department/college.

## **Application for graduation**

An application for graduation must be filed with the Graduate School.

### **Deadlines.**

Applications must be filed no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.

### **Late Filing Procedures.**

A graduate student who misses a graduation deadline by failing to file the application for graduation, advisory committee form or completed Program of Study form will have the option of paying a single fee of \$50 for late processing of all required forms. A Late Filing for Graduation form, all required graduation forms and late fee payment must be submitted to the Graduate School, Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester without special approval.

## PMD Requirements

### 1. Admission

An applicant may be admitted as a prospective candidate for a professional degree upon the recommendation of the major department and approval of the dean of the Graduate School.

### 2. Residence

The minimum residence requirement for most professional master's degrees is two semesters, which do not have to be consecutive. See the following program descriptions for specific requirements.

### 3. Time Limit

All requirements for a professional master's degree must be completed within six years beginning with the first registration for courses on the student's program of study. An extension of time may be granted only on conditions beyond the control of the student. A student may petition for an exception to this policy by writing a letter to the Vice Provost and Dean of the Graduate School. This request for an extension of time must include the specific reasons that the student did not complete the requirements in the time allotted. The student must include a specific timeline for the completion of degree requirements. The student's major professor must review the student's request and write a letter to the Vice Provost and Dean stating approval or disapproval of the petition. The graduate coordinator and department head must review the major professor's recommendation and indicate their concurrence by writing an additional letter. If they do not concur with the recommendation, further information should be provided by them in the letter. An extension of time may be granted only on conditions beyond the control of the student.

**Language Requirement (formerly #4)**— A candidate for a professional master's degree is required to show correctness and good taste in the use of both written and spoken English.

### 4. Program of Study

A program of study should be prepared by the student and the major professor during the student's first semester in residence. This program of study, approved by the major professor and the graduate coordinator, must be submitted to the Graduate School by Friday of the second full week of classes of the semester in which degree requirements are completed. If degree requirements will be completed during summer term, the program of study is due by Friday of the first full week of classes. No grade below C will be accepted on the program of study. To be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average on the program of study.

### 5. Application for Graduation

An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.

***(We do not accept these credits currently. We only accept UGA credit or transfer credit from an accredited institution. This section was from an older model for teacher certification programs and is no longer current. This can be eliminated without adverse consequences for students.)***

**In-Service Credit (formerly #7)** A maximum of 18 hours of graduate in-service course credit taken at non-resident centers may be included in certain programs. This maximum will be reduced by any credit transferred from another institution. A student is responsible for contacting the department in which he or she is enrolled to ascertain if in-service courses are acceptable on the program of study.

***(Removed from all degree requirements since it is a standalone policy and doesn't need to be duplicated under each degree.)***

**Accepting Credit by Transfer (formerly #8)**—Graduate work taken at an accredited institution which constitutes a logical part of a student's program of study may be transferred if recommended by the student's major professor and graduate coordinator and approved by the dean of the Graduate School. Such transfer of credit cannot exceed six semester hours, cannot reduce residence requirements, and must fall within the time limit of the degree. Transfer credit cannot be used to fulfill the requirement that 12 semester hours on the program of study be open only to graduate students. No grade below B may be transferred. The courses to be transferred may not have been used as part of the requirements for another degree. Transfer grades are not used in calculating semester and cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least by midpoint of the semester in which the student plans to graduate. A combination of in-service and transfer credit may not exceed 18 semester hours on any program of study.

6. Thesis

If a thesis is required for a professional master's degree, inquiry should be made to the appropriate department concerning procedures to be followed.

7. Grade Average

To be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average on the program of study.

8. Final Examination

The candidate must pass a final examination administered by the department. If an oral examination is given, it must be administered by a committee of no fewer than three faculty members. The results of this examination must be reported to the Graduate School by the major professor. This requirement has been waived for degrees offered in the Terry College of Business.

9. Registration

Requirement A student must be registered at the University of Georgia for a minimum of three hours of credit the semester in which all degree requirements are completed, unless additional stipulations are required by other units of the university.

#### 10. Final Clearance

All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation.

#### **Professional Master's Degree**

Listed below are the general requirements governing professional master's degree programs (MAcc, MAB, MAEE, MAMS, MAT, MBA, MBB, MFA, MFAM, MFR, MHA, MHP, MIP, MLA, MMR, MMed, MNR, MPA, MPH, MPPPM, MAED, MAHM, MAM, MBT, MFT, MM, MSAT, MSW, MUPD)

### **Advising Members of Immediate Family.**

The nepotism policy defines members of the immediate family as the following: ~~spouse, parents, siblings, children, and in-laws of the same~~ *spouse, partner, child, grandchild, parent, grandparent, sibling, in-laws, or spouse, partner, or child of any of the foregoing or with whom the faculty member has a close, personal relationship*. A faculty member may not serve as major professor or as a member of any committee that plans a program of study or evaluates the educational progress of a member of their immediate family.

*The policy on serving on graduate advisory committees for family members does not address every conceivable situation or ethical dilemma that may be encountered. Faculty members serving as advisors or on graduate advisory committees are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules, regulations, and Board of Regents' policies and procedures. All reasonable efforts should be taken to avoid real or **perceived conflict of interest** in advising or serving on advisory committees for family members.*

*Specific questions pertaining to advising or serving advisory committees for family members should be directed to the Graduate Coordinator, the Department Head/Chair or Dean of the unit or the Dean of the Graduate School.*

**\*\*\*Conflict of interest statement\*\*\*** *A conflict of interest can occur due to personal interests or relationships impacting the ability to provide unbiased support. When a conflict of interest is identified, faculty members and other institutional officials should recuse themselves from any related discussions or votes. Spouse, partner, child, grandchild, parent, grandparent, sibling or spouse, partner, or child of any of the foregoing or with whom the faculty member has a close, personal relationship.*  
*<https://www.rochester.edu/college/ccas/handbook/conflict.html>*

## **POLICY ON CO-AUTHORSHIP OF THESIS/DISSERTATION CHAPTERS:**

**Topic:** Co-author acknowledgements and clarification of including co-first author papers in dissertations.

**Current policy:** The style manual ([https://grad.uga.edu/wp-content/uploads/2024/05/theses\\_and\\_dissertations-STYLE-GUIDE\\_2024.pdf](https://grad.uga.edu/wp-content/uploads/2024/05/theses_and_dissertations-STYLE-GUIDE_2024.pdf)) states in Chapter 5 "JOURNAL ARTICLES AS CHAPTERS (Manuscript-Style Chapters)" that "The student must be either the sole author or the first co-author of each article submitted as a manuscript chapter."

**Issues:** 1. Many chapters have multiple co-authors, and there is no current policy about the contributions or approval of these co-authors in the dissertation. 2. The current policy is ambiguous with respect to co-first authorship, which is increasingly common in some fields. Allowing students who are co-first authors to use the paper in their dissertations could lead to two (or more) dissertations containing identical chapters. A unified policy on co-authorship will provide transparency and guidance for students and committees.

**Key Example:** We found an example of three UGA students who graduated in 2022 who have overlapping chapters in their dissertations. Students A and B have an identical chapter in their thesis and Students B and C have a different identical chapter. Thus, two of Student B's chapters are also chapters in another student's thesis. *The students all list themselves as first co-author in the shared chapter of their dissertation.* All students do list their contributions to each paper in their thesis. Their shared dissertation chapters are verbatim identical to each other. The students are in different departments, and the committees are nearly non-overlapping.

### **Proposed policies to obtain feedback on:**

Some of our institutional peers allow the inclusion of coauthored chapters in dissertations, theses or capstone requirements. However, the graduate advisory committee should determine if a co-authored chapter meets the standard for inclusion in the student's dissertation/thesis/capstone. The general principles that govern co-authorship in peer-reviewed publications should apply to co-authorship in dissertations/theses/capstone projects, including:

1. In graduate programs where the general expectation is that the dissertation/thesis/capstone will be solely authored by the student, this should be established as a formal policy in the Graduate Student Handbook, be applicable to all students in the program and be communicated clearly to all students and faculty in the program.
2. The student should be primary author or co-first author of the chapter, or must have made substantial/significant, documentable scientific or intellectual contributions to the paper. More specifically, the student's contributions should be comparable to those acceptable in a single-authored thesis/dissertation chapter.



3. All co-authors must approve the inclusion of the chapter in the student's dissertation, thesis or capstone project.
4. The contributions of each co-author, especially the student, should be clearly described in the introduction or acknowledgement of the chapter, and credit should be given to contributors according to the norms of the discipline.
5. Permission (letter/email) should be sought from publishers before a published paper can be included in the thesis/dissertation.

[Link to article of a Commentary on co-authorship of dissertation chapters](#)

#### Benchmark Data from Peer Institutions:

[UC Berkeley](#) (Aspirational Peer): Co-authored chapters allowed

Permission to Include Your Own Previously Published or Co-Authored Material

#### **Policy**

If you plan use of your own previously published and/or co-authored material in your manuscript, your committee chair must attest that the resulting dissertation represents an original contribution of ideas to the field, even if previously published co-authored articles are included, and that major contributors of those articles have been informed.

Previously published material must be incorporated into a larger argument that binds together the whole dissertation. The common thread linking various parts of the research, represented by individual papers incorporated in the dissertation, must be made explicit, and you must join the papers into a coherent unit. You are required to prepare introductory, transitional, and concluding sections. Previously published material must be acknowledged appropriately, as established for your discipline or as requested in the original publication agreement (e.g. through a note in acknowledgments, a footnote, or the like).

If co-authored material is to be incorporated (whether published or unpublished), all major contributors should be informed of the inclusion in addition to being appropriately credited in the dissertation according to the norms of the field.

#### **Procedure**

If you are incorporating co-authored material in your dissertation, it is your responsibility to inform major contributors. This documentation need not be submitted to the Graduate Division. The eform used by your committee chair to sign off on your dissertation will automatically include text indicating that by signing off they attest to the appropriateness and approval for inclusion of previously published and/or co-authored materials. No additional information or text needs to be added.

#### **Inclusion of Your Own Publishable Papers or Article-Length Essays**

Publishable papers and article-length essays arising from your research project are acceptable only if you incorporate that text into a larger argument that binds together the whole dissertation or thesis. Include introductory, transitional, and concluding sections with the papers or essays.

[UC Davis](#) (Comparator Peer): Co-authored chapters allowed

UC DAVIS GRADUATE COUNCIL POLICY GC2015 – 01

Co-authorship Policy Approved – June 17, 2015

The thesis/dissertation or equivalent (hereafter called the capstone) may be presented wholly or in part including chapters or other segments that involve co-authored, collaborative work. **In cases of co-authorship, the student's capstone committee approval will be taken as certification that the student's individual contributions are sufficient for the capstone requirement; these contributions should be comparable to those in acceptable single-authored capstones.** The acknowledgements or introductory portion of the capstone should clearly indicate the detailed role and contributions of the student in co-authored works. In those graduate programs where the general expectation is the capstone will be solely authored by the student, this should be established as a formal policy by the program applicable to all students with adequate notification of the policy to students. Both committees and programs should use their own membership publication or equivalent records as guidelines as to the acceptability of co-authorship by students. Whenever conflicts arise over collaborative authorships, Graduate Council urges the parties involved to resolve their conflict on the basis of professional ethics, integrity and fair play.

A capstone is expected to conform to appropriate copyright laws. If portions have already been published or presented in copyrighted form, the student must obtain the appropriate permissions from the copyright holder(s).

Published, accepted, or in preparation for publication works are included in this policy. Graduate programs and their faculty should not have prior publication/presentation in refereed venues as a requirement for a degree, of portions or the entirety of a capstone. The submission of portions of the capstone to refereed venues can be a degree requirement, if policies regarding this have been approved by the graduate program applicable uniformly to all students. This policy addresses the academic aspects of graduate education but not employment conditions.

#### **Can I Use Published Material I Authored or Co-Authored?**

With approval of your committee, all or a portion of your thesis or dissertation may be your own published or publishing pending work. If you are not the copyright holder, you must follow the procedure above for requesting permission to include copyrighted material. If your work is co-authored, your Graduate Program Chair must approve inclusion of the work in your dissertation or thesis. The paper formatting, including published materials, must follow [Graduate Studies formatting guidelines](#).

[UCLA](#): (Aspirational Peer): Co-authorship allowed (see pg 18)

Acknowledgments must be included if any of the following apply; otherwise, they are optional:

1. The student reprints or reproduces copyrighted material that requires permission to be reprinted or reproduced. In this case, the student is responsible for acquiring and

acknowledging each permission to reprint or reproduce in accordance with the instructions of the individuals, institutions, or publishers granting the permission.

(See **Chapter III: E. COPYRIGHT PERMISSIONS**)

2. The student includes material based on co-authored work that is published, in-press, submitted, or in preparation for publication. It is adequate for the student to include a sentence such as, “Chapter Five is a version of [include the formal bibliographic citation].” Full bibliographic information about the publication must be provided, irrespective of the publication status. For journal articles, include the complete author list (same order as publication), title, journal, year, volume (required for print versions; may not be available for online versions), and page numbers (range). The digital object identifier (DOI number) must be included for work that is only available online, and is strongly encouraged for work that is also available in print. If the work has not yet been published, indicate its status: in preparation for publication, submitted, or in press. For work that is in the form of book chapters or a book, include the authors, chapter title, book title, editors (if any), publisher, publisher’s city, year, and page range.

For each segment of the work that involved co-authors, the student must identify (briefly describe) and acknowledge the specific contributions of each co-author. It is sufficient to identify the PI or project director as such. Acknowledgments of non-authors that were included in the original publication can remain in the chapter version if the work is reproduced as published or as accepted.

[Michigan](#) (Aspirational Peer) (page 3): Co-authorship allowed

The work that is the basis of a dissertation may be, either entirely or in part, a collaborative effort to which other graduate students, scholars, investigators or assistants make substantial contributions. Such contributions must be properly acknowledged. In general, contributions of co-authors must be identified and specifically described for each section of the dissertation to which they have contributed. How these acknowledgments are made varies by field. Students are responsible for consulting with faculty advisers to ensure that contributions by others are completely and properly cited. Information about how to cite sources properly is available from MLibrary.

University of Texas

[Co-authorship permission form](#)