

**Graduate Policy Committee
October 16, 2008
10:00 a.m., MH 327**

AGENDA

- 1) Welcome and call to order
- 2) Policy Request Form
- 3) Finish discussion on independent study/directed research/dissertation hours (draft 2)
- 4) Definitions of categories of courses
- 5) Curriculum template comments
- 6) Adjournment

Master's Program Policies

Course Requirements

The course requirements for a master's degree include lectures, seminars, discussions, independent study, independent research, and thesis research. A minimum of 30 semester hours (combined course work and thesis) is required, although many programs require more. The program of study must include at least 30 credit hours of post-baccalaureate, graduate course work (5000-level or higher), which must be taken as part of an approved graduate program of study. At least half of the program of study must be at the 6000 level. Only graduate-level course work with a grade of "C-" or higher may be used to satisfy degree requirements. For the thesis option, at least 24 semester hours of course work must be earned exclusive of thesis. In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion. For the nonthesis option, at least 50 percent of the credits offered for the degree must be in a single field of concentration. A research report, capstone course, comprehensive exam, or other culminating experience is required in a nonthesis option master's program that demonstrates that graduate students have engaged in independent learning. An explanation of how the culminating experience promotes independent learning is required in each program's curricular description.

Independent Study Hours

A maximum of three courses may be taken as independent study, for a total of no more than six semester hours.

Thesis Enrollment Requirement

Master's level students who wish to be considered full-time and who are engaged in thesis or research report-related activity must be enrolled for at least three semester credit hours of thesis (or research report) each semester continuously (including summers) after completion of regular course work and until successful defense and graduation. This requirement does not negate other regulations regarding full-time enrollment or the requirement that all graduate students be enrolled in the term in which they graduate. (See Registration in Term of Graduation in the *Graduate Catalog*.) Students who wish to enroll in part-time hours should consult their adviser.

Doctoral Program Policies

Course Requirements

The course requirements for a doctoral degree will consist of lectures, seminars, discussions, independent research, independent study, and dissertation research. However, because of the advanced nature of doctoral education, seminars and independent study are used frequently to encourage student participation, debate, evaluation, and discussion of diverse ideas and approaches. Student presentations and discussions are a standard instructional technique in doctoral programs, and careful analysis, independent research, and greater understanding and application of ideas is expected. A primary objective of doctoral study is to educate students to a point of excellence in conducting, reporting, and applying scholarly research. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study.

Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree. All course work in a doctoral program must be at 5000 level or higher. At least one-half of the credit hours must be in 6000 -level or 7000-level including the allowed number of research and dissertation hours. For students with waived hours from an earned master's, this amount is at least one-half of the program hours remaining after the waived hours are applied. Only graduate level course work with a grade of "C-" or higher may be used to satisfy degree requirements. A university-wide minimum of at least 15 hours of dissertation credits is required for all doctoral programs, although some programs require a greater number of dissertation hours. In no case will the number of dissertation hours in excess of the amount required by a program be counted toward degree completion. Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession.

Students admitted with an earned master's degree from a regionally accredited institution or recognized foreign institution may be eligible to have up to 30 hours of their doctoral program waived without a course-by-course review of completed course work; provided the master's degree was earned in the same area of study. In cases where a student's master's degree is in an area that is different from the doctoral program into which he/she is admitted, programs must conduct a course-by-course review and can waive up to 30 hours of selected courses. If there are deficiencies in the student's master's degree program, the student may be required to take additional prerequisite or background courses in addition to the minimum (e.g., 42 hours) required by the university.

Independent Study Hours

No more than 12 total semester hours of independent study (including up to six hours counted toward a master's degree) may be applied to a doctoral program of study.

Directed Research and Doctoral Research Hours

No more than 21 total semester hours of directed research and doctoral research may be applied to a doctoral program of study.

Candidacy

Admission to Candidacy

Students may not be admitted to candidacy until a Doctoral Committee has been appointed, and the Committee has certified that the student has successfully completed the Candidacy Examination and demonstrated the qualifications necessary to successfully complete requirements for the degree. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980). The admission to candidacy will be approved by the graduate college coordinator and forwarded to the UCF College of Graduate Studies for status change. Doctoral students admitted to candidacy are expected to enroll in dissertation hours and to devote full-time effort to conducting their dissertation research and writing the required dissertation document. Students in doctoral candidacy must continuously enroll in at least three hours of dissertation course work (XXX 7980) each semester (including summer) until the dissertation is completed.

Candidacy Examination

The purpose of the Candidacy Examination is for the student to demonstrate knowledge of the field, including theory, bibliography, and research methodology. The examinations must be written and should be based on the student's plan of study and may be a defense of a written dissertation proposal. Written examinations are administered and established on campus by the student's Doctoral Committee in coordination with the college. All written original examination materials will be kept in the student's file in the program.

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Course category definitions:

Independent Study (6908)

A course of study created outside of the standard-format courses offered by the University. Independent Study must have a formally-defined core of knowledge to be learned by the student(s). A written contract that clearly delineates the core of knowledge to be learned by the student must be drafted and signed by both the student and the instructor prior to the approval of enrollment in Independent Study. Independent Study hours may be substituted only for course electives, not for core/required course requirements.

Directed Research (6918) – master’s level research/scholarly work

Research hours taken at the master’s level. These can include laboratory rotations in addition to standard research and scholarly endeavors directed toward completion of a project or a thesis. Directed Research hours may not be substituted for any course requirements.

Doctoral Research (7919) – doctoral level research/scholarly work

Research hours at the doctoral level taken prior to passing candidacy. These can include laboratory rotations, preparation for candidacy exams, or standard research and scholarly endeavors directed toward completion of a project or a dissertation. Doctoral Research hours may not be substituted for any course requirements.

Doctoral Dissertation (7980)

Research or scholarly hours taken after advancement to candidacy. Dissertation hours may not be substituted for any course requirements.

Core/Required courses

Courses that cover a certain body of knowledge central to a program of study. These courses must be taken to fulfill degree requirements, and may only be substituted by equivalent formal coursework.

Common curricular elements

Doctoral programs

- I. Prerequisites/Articulation
- II. Required Courses
 - a. Specialization
 - b. Research methods/tools
 - c. Capstone
 - d. Co-requisites
 - e. Foreign Language
 - f. DOE certification
- III. Elective Courses
 - a. Restricted
 - b. Unrestricted
- IV. Dissertation/Thesis (non-Ph.D.)
- V. Practicum/Internship/Field Experience
- VI. Cognate (outside of program)

Master's programs

- VII. Prerequisites/Articulation
- VIII. Required Courses
 - g. Specialization
 - h. Research methods/tools
 - i. Capstone
 - j. Co-requisites
 - k. Foreign Language
 - l. DOE certification
- IX. Elective Courses
 - c. Restricted
 - d. Unrestricted
- X. Thesis/Research Report
- XI. Practicum/Internship/Field Experience
- XII. Cognate (outside of program)



Graduate Council Policy Committee

Policy Request Form

This form is to be used for requests to add, change, or delete graduate education policies.

Request routing: 1) Graduate Council Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Vice Provost and Dean of the Graduate College submits to Provost; 4) Provost approves; 5) Provost submits to Faculty Senate Steering Committee for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request:

Policy No.: _____ Year Submitted: _____

Submitted By: _____

Intent of Policy: _____

Draft: _____ Version: _____ Final: _____

Date sent to Faculty Senate Steering Committee: _____

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council: _____ Date: _____

Academic Affairs: _____ Date: _____

Faculty Senate: _____ Date: _____