

**Graduate Policy Committee
January 22, 2009
10:00 a.m., MH 243**

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from 01/08/2009
- 3) Transfer policy
- 4) Graduate faculty
- 5) Adjournment

UCF Transfer Policy

New Policy Draft: 09-4.1.2
from Graduate Catalog 2008-2009

Transfer of credit toward a Master's degree:

General policy:

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Master's transfer credits ~~typically~~ consist of hours completed at a regionally accredited institution (including UCF) or recognized international institutions ~~BEFORE a student is given graduate status in his/her master's program at UCF.~~ Hours are eligible for transfer only if they meet the following criteria:

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- Only graduate-level or higher courses may be accepted as transfer credits.
- ~~Similarly, o~~ Only courses with a grade of "B-" or higher may be transferred into a program of study.
- ~~Only hours that are provided they no more than are~~ seven ~~or less~~ years old ~~may be transferred,~~ unless part of an earned master's degree.
- ~~Only formal coursework hours, but not thesis or research hours, may be accepted as transfer credits.~~

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~~Except as noted in the bullets below, n~~ No more than a combined total of nine semester hours of credits may ~~generally~~ be transferred into a master's program of study, ~~with the exception of the circumstances explicitly noted below.~~ The acceptance of transfer credits must be ~~recommended approved~~ by the program director of the ~~student's major degree program.~~ Students may petition their program department for exceptions to the ~~given~~ limits ~~given below.~~

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Timeline and deadline for transfer of credit:

Master's transfer credits are typically finalized BEFORE a student is given graduate status in his or her master's program at UCF. All transfer credits toward a Master's degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized by the end of the term prior to the term of expected graduation.

Policies governing standard transfer circumstances:

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~~Transfer course work for master's programs may come from any of the following sources, with the limitations noted:~~

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- ~~Work taken as an~~ while in undergraduate ~~student status~~ at UCF: ~~- Graduate programs are permitted to accept up to nine hours of graduate-level course-work taken by a student while in undergraduate status at UCF while an undergraduate student was enrolled in an undergraduate program of study. The use of these hours of graduate course work in a graduate program of study is at the discretion of the graduate program director and~~

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~~graduate college coordinator. Not all~~Certain graduate programs ~~permit do not allow transfer of credits~~students to use graduate credit hours for a graduate program of study, if the hours have also been used for an undergraduate degree. It is the student's responsibility to obtain advisement from the graduate program director of the specific program before registering in graduate-level courses. (See also the section on Senior Scholars.)

- Work taken as a graduate student at ~~other-a~~ regionally accredited institution or recognized international institutions. Students with international transfer credit may be required to obtain a WES evaluation. No more than nine semester hours of graduate course work and no undergraduate course work may be transferred into a graduate program from other regionally accredited institutions or recognized international institutions.
- Work taken while in graduate status at UCF. No more than nine semester hours of graduate credit may be transferred into ~~the-a~~ graduate program from UCF course work taken while in nondegree status. Similarly, no more than nine semester hours of graduate course work may be transferred into ~~the-a~~ graduate program from courses taken as part of another graduate degree earned at UCF. For those students who may have completed graduate-level courses taken while in graduate status in another ~~major-program~~ at UCF where a degree was not earned, up to 9 hours of graduate course work may be credited toward a new degree program with the consent of the new program. For those students who have completed graduate-level courses taken while enrolled in a doctoral program at UCF where a degree was not earned, up to 9 hours of graduate course work may be credited toward a Master's degree program in the same discipline with the consent of the program; credit for more than 9 hours requires approval of the Appeals Committee. Decisions regarding the appropriateness and acceptance of such credits into a program are at the discretion of the program into which transfer is requested. At the discretion of the program, up to aAll of the hours taken ~~in-to fulfill~~ a graduate certificate program can be used in a graduate degree program ~~with the consent of the program.~~ These hHHours transferred from a graduate certificate program do not count toward the combined total of nine semester hours of credits that may be transferred into a master's program of study~~are not subject to the nine-hour limit.~~
- Work taken as a Traveling Scholar. Students who wish to take graduate course work elsewhere while enrolled as a student at UCF must apply and be accepted as a Traveling Scholar. Graduate credits earned as a Traveling Scholar are considered "resident" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour limit. Consult the section on Traveling Scholars in the *Graduate Catalog* for more information.

Senior Scholars

UCF undergraduates who meet departmental eligibility requirements may enroll in UCF graduate courses and use them toward their undergraduate degree and their graduate program of study upon admission to a UCF graduate program. As Senior Scholars they are entitled to use up to nine graduate credit hours ^{New!} (more may apply for some accelerated programs) toward a UCF graduate degree or certificate, provided they have received advisement and written approval to do so from the graduate program director. This permission must be obtained before

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enrolling in the graduate courses. In addition to approval from the graduate program director, undergraduates must consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. **The student must receive college and university approval to interrupt the residency requirement. The University Waiver Form can be obtained from the undergraduate department office.** Tuition and fees for graduate-level courses are different from undergraduate courses, and it is the student's responsibility to consult with the [Office of Student Financial Assistance](http://finaid.ucf.edu/) (<http://finaid.ucf.edu/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

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Transfer of credit toward a Doctoral degree:

All transfer credits toward a Doctoral degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized prior to the end of the term prior to the expected graduation term.

Graduate programs are permitted to transfer up to 9 graduate hours (including Senior Scholar hours) that have not been applied to a previous graduate degree, or waive up to 30 hours of course work from a previously awarded master's degree. Doctoral transfer credits typically consist of graduate course work completed at a regionally accredited institution or recognized foreign institution (including UCF) BEFORE a student is given graduate status in his/her doctoral program at UCF. Only graduate-level or higher courses may be accepted as transfer credits. Similarly, only courses with a grade of "B-" or higher may be transferred into a program of study. The acceptance of transfer credits must be recommended by the program director of the student's major.

Graduate programs are permitted to accept up to nine hours of graduate course work taken at UCF while an undergraduate student enrolled in an undergraduate program of study, as part of the Senior Scholars program. Transfer work that is not part of an earned degree is subject to the seven-year rule as explained in the Continuous Attendance section of the *Graduate Catalog*. The use of these hours of graduate course work in the doctoral program of study is at the discretion of the doctoral program director and graduate college coordinator. Not all graduate programs permit students to use graduate credit hours for a graduate program of study if the hours have been used for an undergraduate degree. It is the student's responsibility to obtain advisement from the graduate program director of the specific program before registering in graduate-level courses.

University-Wide Minimum Qualifications for Participation in Graduate Education

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The institution of the following set of guidelines and qualifications is intended to enhance graduate education at UCF and to certify the credentials of faculty who contribute to graduate programs. Graduate education requires the availability of highly competent individuals who possess specialized skills, and who are willing to share their competenceskills and knowledge. As the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities, appointments of faculty and staff members in more than one department, school, center/Institute, or college are encouraged as a way to further this objective.

Section A establishes the mechanism of appointingrole of the graduate facultyprogram committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

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Section B establishes the appointment and roles of ~~the G~~graduate ~~F~~faculty and Graduate Faculty Scholars.

Section C establishes the minimum qualifications for the various faculty roles in graduate education.

Section D establishes procedures for review, renewal and termination of appointments to the ~~G~~graduate ~~F~~faculty.

Section E establishes minimum responsibilities for the various members of thesis and dissertation advisory committees.

A.1: Graduate Program Committees

Each graduate program will be administered by a graduate program committee consisting of faculty members who participate in the program. An active graduate program committee is required for each graduate program in order to provide program oversight and to ensure that the qualifications of contributing individuals are appropriate for participation in graduate education. Graduate program committee members are appointed in accordance with established department/school procedures and the qualifications established in this document.

A.2: Qualifications for Serving on Graduate Program Committees

Faculty members who are tenured or tenure-earning and who are members of the ~~G~~graduate ~~F~~faculty may serve on graduate program committees. The graduate program director will be the chair of the graduate program committee. Only graduate program committee members with Full Graduate Faculty status may vote on appointments to the level of full graduate faculty.

B.1: The Graduate Faculty

The ~~G~~graduate ~~F~~faculty will comprise ~~F~~Full ~~G~~graduate ~~F~~faculty ~~membersand~~; ~~A~~associate ~~g~~graduate ~~F~~faculty members, ~~The~~, ~~and~~ ~~adjunct~~ ~~graduate~~ ~~faculty~~ ~~members~~. ~~The~~ ~~roles~~ ~~of~~ ~~the~~ ~~g~~graduate ~~F~~faculty ~~are~~ ~~to~~ ~~teach~~ ~~graduate~~ ~~courses~~, ~~serve~~ ~~as~~ ~~members~~ ~~of~~ ~~thesis~~ ~~and~~ ~~dissertation~~ ~~committees~~, ~~and~~ ~~serve~~ ~~as~~ ~~faculty~~ ~~advisors~~ ~~for~~ ~~thesis~~ ~~and~~ ~~dissertation~~ ~~students~~ and chairs of student advisory committees. Tenured, tenure-earning, and UCF research faculty are eligible for appointment to the Graduate Faculty.

- Appointment to the ~~G~~graduate ~~F~~faculty will be determined by the graduate program committee that is relevant to the graduate education appropriate for the duties of each individual faculty members, ~~and~~

~~verified by the graduate dean.~~ Newly hired tenured, ~~and~~ tenure-earning, ~~and UCF research~~ faculty may have their qualifications to serve as ~~g~~graduate faculty reviewed as part of the search and appointment process. ~~All Graduate Faculty are appointed with the consent of the Dean of the College of Graduate Studies. Appointments remain in effect until the next university graduate program review, or until individually reconsidered by the graduate program committee or Dean of the College of Graduate Studies.~~ Qualified graduate faculty members may be eligible to serve in more than one graduate program.

B.2: Associate Graduate Faculty

Associate ~~g~~graduate faculty ~~are permanent graduate faculty appointees who~~ may teach graduate courses and serve as members ~~and co-chairs~~ of thesis and dissertation committees.

B.3: Full Graduate Faculty

Full graduate faculty ~~are permanent graduate faculty appointees who~~ may serve ~~all in any~~ of the roles of associate graduate faculty, and, in addition, may serve as a faculty advisor for a thesis or dissertation student and chair a thesis or dissertation advisory committee.

B.4: ~~Adjunct~~ Graduate Faculty ~~Scholars~~

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UCF courtesy appointees and other qualified individuals ~~from outside the university~~ may serve as ~~adjunct~~ graduate faculty ~~scholars~~ in temporary graduate faculty roles confined to specific, well-defined graduate faculty assignments. ~~Graduate faculty scholars play important roles in graduate education at UCF, but their status as graduate faculty scholars is distinct from that of the Graduate Faculty.~~ Appointment of ~~adjunct~~ graduate faculty ~~scholars~~ will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. ~~Adjunct g~~Graduate faculty ~~scholars~~ may serve as outside members of thesis or dissertation committees, ~~where appropriate, for the purpose of bringing specific disciplinary knowledge to the committee or participate in the teaching of graduate courses.~~ ~~Adjunct g~~Graduate faculty ~~scholars~~ may not be involved in funding the research being conducted by a graduate student nor have a monetary interest in the outcome of the research. ~~Graduate faculty scholars may not teach graduate courses unless they are also employed by the university as adjunct faculty.~~

~~[and in some instances, as deemed appropriate by the graduate program committee, graduate faculty scholars may serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees. (associate faculty can't do this — why should adjunct?)]~~

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~~[It is important to have outside members of graduate student advisory committees to bring expertise in the discipline and recognition to the university.]~~

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~~[It is expected that adjunct graduate faculty scholarsmembers will have the ability and interest in attending the various committee meetings associated with serving as an outside member of a thesis or dissertation committee and will have the means to be present at the final oral defense.]~~

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C.1: Qualifications - General

1. The ~~graduate program committee will review and approve the~~ qualifications of individuals ~~to be appointed as members of the Graduate Faculty or as graduate faculty scholars, must be approved by t~~he department chair/unit director ~~must approve these appointments after thea~~ review and approval of the individual's credentials by the graduate program committee.

2. For individuals in the process of obtaining a terminal degree, certification by the ~~Division-College~~ of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

C.2: Qualifications to Teach Graduate Courses

Individuals must be approved to teach graduate level courses (5000 or above) by the department chair/unit director after a review and approval of the individual's credentials by the graduate program committee.

1. ~~Persons-Faculty~~ approved ~~for-to~~ teaching graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline, and demonstrate a high level of competence in teaching and scholarship.
2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when approved by the graduate program committee and the department chair/unit director.
3. No graduate student may teach graduate courses.
4. ~~Joint and~~, secondary joint, ~~faculty and adjunct graduate faculty~~ are eligible to teach graduate level courses, provided they meet the above list of qualifications, and their course assignments are approved by the graduate program committee and the department chair/unit director.
- 4.5. ~~Graduate faculty scholars are eligible to teach graduate level courses provided they meet the above list of qualifications, they are employed by the university as adjunct faculty, and their course assignments are approved by the graduate program committee and the department chair/unit director.~~

C.3: Qualifications ~~for-to~~ ~~Serveing~~ as a Member of an Advisory Committee

To serve as a member of a thesis or dissertation advisory committee, ~~including the position of co-chair,~~ individuals must be approved by the graduate program committee ~~as graduate faculty or graduate faculty scholars with~~, subject to verification and/or approval by ~~the consent of~~ the ~~Dean of the College of Graduate Studies~~graduate dean.

~~The criteria for those serving~~Graduate faculty and graduate faculty scholars are expected to meet the following criteria to serve as a member of a thesis or dissertation advisory committee ~~include~~:

1. Evidence of current interest and involvement in scholarly research or creative productivity, ~~and national or international recognition of such work.~~ Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis ~~or dissertation,~~ or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the graduate program committee.
3. ~~Joint and secondary joint appointments and adjunct graduate faculty may serve as members of thesis or dissertation advisory committees provided they meet the above qualifications.~~
4. ~~Qualified individuals who are not tenured or tenure earning but whose primary appointment is at UCF, whether in a department, center, or affiliated unit, are eligible to serve as advisory committee members upon approval by the graduate program committee.~~

5. Qualified individuals from outside the university may be eligible to serve as members of advisory committees and appointed as adjunct graduate faculty with the approval of the graduate program committee.

C.4: Qualifications for Serving as Co-Chair of a Thesis or Dissertation Advisory Committee

To serve as the co-chair of a thesis or dissertation advisory committee, individuals must be approved by the graduate program committee and meet all of the above qualifications to serve as members of an advisory committee. In addition:

1. Appointment as a tenured or tenure-earning department/unit faculty member at UCF, OR
2. Joint and secondary joint appointments may be eligible to serve as co-chairs of thesis or dissertation advisory committees, OR
3. Individuals who are not tenured or tenure-earning but whose primary appointment is at UCF, whether in a department, center, or affiliated unit, may be eligible to serve as co-chairs of thesis or dissertation advisory committees, provided they meet the above qualifications and a qualified UCF faculty member in the graduate program serves as co-chair.
4. Adjunct graduate faculty may be eligible to serve as co-chairs, at the discretion of the graduate program committee.

C.45: Qualifications for Serving as a Chair of a Thesis or Dissertation Advisory Committee

To serve as the chair of a thesis or dissertation advisory committee, individuals must be approved by the graduate program committee to serve as full graduate faculty and meet all of the above qualifications to serve as members and co-chairs of thesis or dissertation advisory committees. In addition:

1. Previous experience in serving as a member or co-chair of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.
1. Appointment as a tenured or tenure-earning faculty member at UCF either as primary, joint or secondary joint appointments may be eligible to serve as chairs of thesis or dissertation advisory committees provided they are approved by the graduate program committee.
2. For those not possessing a terminal academic degree in a field related to the topic of a master's degree thesis or doctoral dissertation, there shall be documented exceptional experience and scholarly or creative activity which is approved by the graduate program committee and the department chair/unit director. A person not possessing a terminal academic degree in the field related to the topic of a doctoral dissertation shall not serve as chair of a doctoral dissertation committee.
- 3.2. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.
4. Previous experience in serving as a member of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.

Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

D.1: Re-evaluation of Graduate Faculty Status

Individual qualifications for serving as graduate faculty will be re-evaluated by the graduate program committee at the time of the periodic university program review, or sooner, as deemed appropriate by the graduate program committee or at the request of the [Dean of the College of Graduate Studies](#). At that time, individuals must re-submit their credentials to the graduate program committee if they wish to have their appointment renewed.

D.2: Guidelines for a Thesis or Dissertation Advisory Committee Member Who Leaves UCF

A dissertation advisory committee member who leaves UCF may be eligible to continue serving on the committee as an [adjunct-graduate faculty member-scholar with the approval of as determined by](#) the graduate program committee.

D.3: Guidelines for a Thesis or Dissertation Advisory Committee Chair Who Leaves UCF

In the event that a chair of a thesis or dissertation advisory committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation advisory committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
2. If one calendar year has passed since the faculty member left UCF and the advisee has not yet completed the degree requirements, the departed faculty member may continue to serve as co-chair of the thesis or dissertation advisory committee as an [adjunct-graduate faculty member-scholar](#), with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

D.4.1: Faculty Emeriti

Emeritus faculty can continue to be members of the graduate faculty and can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

D.4.2: Retired Faculty

Graduate faculty who retire may continue service on advisory committees as [adjunct-a member or co-chair graduate faculty](#) for a designated period of time, as approved by the graduate program committee.

E.1: Minimum responsibilities of members of advisory committees

1. To meet at regular intervals at least once per year to: (i) discuss and approve the proposed dissertation research and the plans for carrying out research; and (ii) to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses.
2. To review Turn-It-In.com results from dissertation submittals.

3. To conduct the candidacy and/or dissertation prospectus examination. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
4. To conduct the final oral examination to assure: (i) that the dissertation is acceptable as original research and a contribution to the discipline; and (ii) that it meets the standards of the University. No fewer than four faculty members, including all members of the advisory committee, shall be present with the student during the examination. Only members of the advisory committee may sign the dissertation, and a majority must approve of the dissertation. The final oral defense must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.

E.2: Minimum responsibilities of the chair (and or co-chair) of advisory committees

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1. In cooperation with the program director, to review the program of study, the research, and all other degree requirements by meeting with the student early in the program and immediately after appointment as chair/co-chair.
2. To suggest to the student possible committee members who could serve on the advisory committee. To establish timelines for the research, set expectations, and evaluate the student progress based upon these.
3. To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.
4. To review in a timely manner all written materials submitted by students and offer suggested revisions.
5. To meet once per year with the student and the dissertation advisory committee to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses. The chair shall write this letter and send it to the program director and the Division-College of Graduate Studies after consultation with the advisory committee.
- ~~6.~~ To coordinate the ongoing efforts of the committee as its chair, and to participate fully in the responsibilities of the committee members as a member of the advisory committee.

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7. To chair the candidacy and/or dissertation prospectus examinations. The entire committee shall be present for the oral portion of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
8. To chair the final oral examination, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

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E.3: Minimum responsibilities of the external committee member

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.

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3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.

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4. Graduate faculty scholars are external members.

EF.1: Exceptions to This Document

Any appeal for exception to any part of this document shall be referred to the ~~graduate program~~ committee. (does GS want to see the exceptions?) Vice Provost and Dean of the College of Graduate Studies.