

Graduate Policy Committee
February 5, 2009
10:00 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from 01/22/2009
- 3) Transfer policy
- 4) Graduate Faculty
- 5) Review of remaining matters
- 6) Modification of approved Program Requirements draft (v.8) to include min. number of hours in post-master's degree requirements
- 7) Clarification of 50% >6000-level rule
- 8) Residency requirements for doctoral students
- 9) Continuous thesis/dissertation research enrollment policy
- 10) Candidacy: timing and portfolio
- 11) Adjournment

Policy Updates

For upcoming meeting: 2/5/09

Transfer Policy

1. Restructured: all common transfer policy was moved to General Policies section (moved out of Master's policy section so it can apply to both Master's and Doctoral transfer policy). This section will be duplicated in the catalog so it appears in both the Master's policies section and the Doctoral policies section.
2. Updated as indicated in minutes.
3. Doctoral timeline: "must be finalized prior to the change to candidacy status."
4. Changed the term "resident" credits for traveling scholars to "in program" credits.
5. Certificate limits of senior scholar hours. This was removed from the senior scholars section of the Master's Transfer credit policy (the relevant information from this section appears in the General transfer policy section). There are no established limits, and there is a separate section that covers Certificate transfer credit policy.

Graduate Faculty

1. Updated as indicated in minutes.

UCF Transfer of Credit Policy for Degree Programs

New Policy Draft: 09-4.1.32

General Policy:

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Graduate transfer credits consist of hours completed at a regionally accredited institution (including UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

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

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The acceptance of transfer credits must be approved by the program director of the degree program; graduate programs may stipulate additional constraints. Students may petition their program department for exceptions to the given limits.

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At the discretion of the program, up to all of the hours taken to fulfill an earned graduate certificate can be used toward a graduate degree within the same discipline.

Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate-level coursework taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as transfer credits toward a graduate degree. Certain graduate programs do not allow transfer of credits if the hours have been used for an undergraduate degree. It is imperative that students obtain advisement from the graduate program director of the specific program prior to registering in graduate-level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. 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/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

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Transfer of credit toward a Master's degree:

General policy:

Master's transfer credits consist of hours completed at a regionally accredited institution (including UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate level or higher courses may be accepted as transfer credits.
- Only courses with a grade of "B-" or higher may be transferred into a program of study.
- Only hours that are no more than seven 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.

No more than a combined total of nine semester ~~credit hours~~ of credits may be transferred into a master's program of study, ~~with the~~with the sole exceptions being for credits taken to fulfill an earned graduate certificate, from doctoral programs within the same discipline, and as part of accelerated bachelor's/master's programs, exception of the circumstances explicitly noted below. The acceptance of transfer credits must be approved by the program director of the degree program. Students may petition their program department for exceptions to the given limits.

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's granted in the UCF master's program at UCF. All transfer credits toward a mMaster'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:

- ~~Work taken while in undergraduate status at UCF: Graduate programs are permitted to accept up to nine hours of graduate level coursework taken by a student while in undergraduate status at UCF. Certain graduate programs do not allow transfer of credits 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 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. The nine semester credit hour transfer limit applies to any combination of the following graduate credits taken at UCF: coursework taken as a UCF undergraduate; course~~No more than nine semester hours of graduate~~

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~~credit may be transferred into a graduate program from UCF course-work taken while in nondegree status; course-work taken as part of a graduate certificate program at UCF; course-work Similarly, no more than nine semester hours of graduate course-work may be transferred into a graduate program from courses taken as part of another graduate degree earned at UCF; and: For those students who may have completed graduate-level course-work taken while in graduate status in another program at UCF where a degree was not earned, including a doctoral program in a different discipline, 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 UCF doctoral program within the same discipline at UCF where a degree was not earned/awarded, up to 9 hours of graduate course-work may be credited toward a Master's degree program in the same discipline; transfer credit is NOT limited to 9 hours; with the consent of the program; credit for more than 9 hours is at the discretion of the program and requires approval of the Appeals Committee. All other general transfer credit policies apply. Decisions regarding the appropriateness and acceptance of such credits into a program are at the discretion of the program into which transfer is requested.~~

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~~• ——— At the discretion of the program, up to all of the hours taken to fulfill a graduate certificate program can be used in a graduate degree program. Hours 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.~~

- 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 in program" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour transfer 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 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/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

Transfer of credit toward a Doctoral degree:

No more than a combined total of nine semester credit hours may be transferred into a doctoral program of study, with the sole exception being for credits taken to fulfill an earned graduate certificate.

Students with an earned master's degree within the discipline may have reduced doctoral program requirements, as indicated in the Graduate Catalog. For doctoral programs requiring fewer than 48 semester credit hours, no more than a combined total of six semester credit hours may be transferred into a doctoral program of study

All transfer credits toward a Doctoral degree should be finalized by the end of the second third major (Fall/Spring) 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 change to candidacy status.

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.

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University-Wide ~~Minimum~~ Qualifications for Participation in Graduate Education

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 skills 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 role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

Section B establishes the appointment and roles of Graduate 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 Graduate Faculty.

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

Programs may set higher qualification standards or additional requirements.

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 Graduate 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 Graduate Faculty will comprise Full Graduate Faculty and Associate Graduate Faculty members. The Graduate Faculty 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 Graduate Faculty will be determined by the graduate program committee that is relevant to the graduate education duties of each individual faculty member. Newly hired tenured, tenure-earning, and UCF research faculty may have their qualifications to serve as 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 graduate faculty may teach graduate courses and serve as members and co-chairs of thesis and dissertation committees.

B.3: Full Graduate Faculty

Full graduate faculty may serve 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: Graduate Faculty Scholars

UCF courtesy appointees and other qualified individuals may serve as 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 graduate faculty scholars will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. 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. 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.

In instances 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.

It is expected that graduate faculty scholars will attend the various committee meetings associated with serving as a member of a thesis or dissertation committee and will have the means to be present at the final oral defense.

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. The department chair/unit director must approve these appointments after the 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 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. Faculty approved to teach 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 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.
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 to Serve 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 the consent of the Dean of the College of Graduate Studies.

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:

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.

C.4: 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.

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.

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 a graduate faculty scholar with the approval of 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 a graduate faculty 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 a member or co-chair 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 co-chair) of advisory committees

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 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.
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.

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.
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.
4. Graduate faculty scholars are external members.

F.1: Exceptions to This Document

Appeal for exception to any part of this document shall be referred to the Vice Provost and Dean of the College of Graduate Studies.

Graduate Council Policy and Procedures Subcommittee - 2008-09

Graduate Faculty:

1. To finalize: Graduate faculty matters (faculty emeriti, outside faculty members, courtesy appts, joint appts, special members, structure of graduate faculty, conflict of interest).

Curriculum:

1. meaning of independent study hours, directed research hours, thesis and dissertation hours – how are they different from each other. Relationship to “structured classes.” Also the need to define a ...
2. Core curriculum (foundational courses), the need to develop a curriculum template to be used for programs of study (Share with Curriculum Committee)

Program/Graduation Requirements:

1. Clarify that excess hours used beyond meeting program requirements (POS) are not subject to the 50% rule (at least 50% of coursework must be at the 6000 level)
2. Candidacy:
 - a. Timing of candidacy exam
 - b. Portfolio as substitute for candidacy exam
3. Residency requirements for doctoral students
4. Continuous enrollment
5. Grade changes to posted degrees
6. Late withdrawal deadlines
7. Limits to the number of 4000 level courses in POS's
8. Transfer credits from closely related programs (more than 9 hours)

Certificate Programs:

1. Review all policies associated with graduate certificate programs – the use of substitutions, transfer hours, senior scholar hours, etc.
2. Review of graduate certificate programs update

General Issues:

1. Guidelines for developing joint programs
2. Health insurance policy for graduate assistants
3. Funding for Visiting Graduate Faculty Luminary Program (Visiting Scholar Program)

UCF Graduate Program Requirements

New Policy Draft: 09-3.1.9

Master's Program Policies

Program Requirements

The program requirements for a master's degree may include core and elective courses, seminars, independent study, directed research, and thesis research. A minimum of 30 semester hours of post-baccalaureate, graduate work (5000-level or higher) ~~is required and, which~~ must be taken as part of an approved graduate program of study, ~~is required~~. At least half of the ~~program of study~~ credit hours used to meet program requirements must be at the 6000 level. Only graduate-level work with a grade of "C-" or higher may be used to satisfy degree requirements. Some programs require more than the minimum of 30 hours because of the nature of the discipline and the standards of the associated profession. For the master's degree, at least 24 semester hours of core and elective courses must be earned exclusive of thesis and research. In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion. 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 that demonstrates that graduate students have engaged in independent learning is required in a nonthesis option master's program. An explanation of how the culminating experience promotes independent learning is required in each program's curricular description.

Independent Study Hours

Independent study (XXX 6908) may be taken for a total of no more than six semester hours.

Thesis Enrollment Requirement

After completion of regular core and elective courses, Master's level students may be considered full-time if they enrolled for at least three semester credit hours of thesis each semester continuously (including summers) 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.

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Doctoral Program Policies

The primary objective of doctoral study is to educate students to a point of excellence in conducting, disseminating, and applying scholarly research, with the explicit goal of making original, substantive contributions to their degree discipline. The advanced nature of doctoral education requires student participation, debate, evaluation, and discussion of diverse ideas and approaches. Careful analysis, independent research, and greater understanding and application of ideas are also expected.

Program Requirements

The doctoral degree program requirements will consist of core and elective courses, seminars, directed and doctoral research, independent study, and dissertation research. Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree or a minimum of 42 semester hours of graduate credit beyond the master's degree; these graduate credits ~~which~~ must be taken as part of an approved graduate program of study. 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. All graduate credit in a doctoral program must be at 5000 level or higher. At least one-half of the credit hours used to meet program requirements must be in 6000-level or 7000-level courses, 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 credit with a grade of "C-" or higher may be used to satisfy degree requirements. A university-wide minimum of at least 27 hours of formal coursework exclusive of Independent Study (XXX 6908) is required for all doctoral programs; some programs require a greater number of formal coursework hours. 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. 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 which cannot be included in the program of study.

Residency Requirement

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In order to meet the residency requirement, doctoral students must register for 9 hours in each of two consecutive semesters.

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Candidacy

Admission to Candidacy

A student must demonstrate his or her readiness for the Ph.D. program by successfully completing the candidacy examination before admission to full doctoral status and enrollment into dissertation hours. The Candidacy Examination should be taken when the student is nearing the end of coursework. The exam is administered by the members of the student's dissertation advisory committee or another appropriate committee appointed by the program. External committee members of the dissertation advisory committee are not appointed until after the student has passed the Candidacy exam. The admission to candidacy will be approved by the program director and the college coordinator and forwarded to the UCF College of Graduate Studies for status change. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980).

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.**

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Candidacy Examination

The purpose of the Candidacy Examination is for the student to demonstrate a strong foundation of knowledge within the specific discipline, and the ability and preparation to conduct independent scholarly research. The committee may examine a broad range of appropriate capabilities, including theory, bibliography, research methodology, and the evaluation of preliminary research, when appropriate. The examination must have a written component; it also may include an oral defense of a written report or dissertation proposal. All written examination materials will be kept in the student's file in the program.

Dissertation Defense:

The dissertation defense is an oral presentation and defense of the written dissertation describing the student's research. The advisory committee will evaluate and judge the dissertation defense.

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.

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