

**Graduate Policy Committee  
December 9, 2009  
3:30-5:00 P.M., MH 327**

**AGENDA**

- 1) Welcome and call to order; review of minutes
- 2) Begin review of the dual degree policy
- 3) Agenda for next meeting
- 4) Adjournment

## Dual Degree Programs

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Dual degree programs lead to two different degree citations on the transcript and two separate diplomas. These combine master's programs, master's and doctoral programs, and professional degree programs. The purpose of a dual degree program is to allow students to undertake complementary programs of graduate study simultaneously through streamlined curricular arrangements that allow double-counting of courses.

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A student in a doctoral or master's program must complete at least one term of coursework in good academic standing in a regular graduate program before requesting admission to a dual degree program. The student must apply to each program separately and be admitted to both. No admission requirements established by the Graduate School or by either individual program may be waived. For example, if one degree requires acceptable scores for the GRE and the other does not require it, the applicant must take the standardized exam to be considered for admission to both degrees.

Once admitted, the student must develop a suitable plan of study that is acceptable to both programs and to the Graduate College. **This plan of study (completed on Dual Degree Form) must be done within the first semester of matriculation and in conjunction with both program directors.** The plan of study must be forwarded to the Dean of the Graduate College for review and approval.

The student's advisory committee must have representation from both degree programs. If there is no advisory committee, the student must have two advisors; one from each program. The number of required credit hours for both degrees must not be less than 75% of the total minimum hours required to complete each degree separately. For instance, if degree program X requires 30 credit hours and Y 30 credit hours, a proposed dual degree should at a minimum require 45 credit hours.

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Students may request dual degree programs in the following combinations:

- A doctoral degree in one field of specialization and a master's degree or certificate in another field. No dual degree election form is required for this combination.
- Two different master's programs.
- A master's and a graduate certificate program. Students may overlap a certificate of graduate studies program with no more than one master's degree program.
- A degree in the Graduate College and a post-baccalaureate degree in a professional school of the University (e.g., MD). Students must meet all requirements of both programs. If the units assess different tuition and fees for a term in which a student is taking courses in both units, the student will be charged at the higher rate.

## Double Counting Credit Hours for Dual Degree Programs

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Students in dual degree programs may double-count a limited number of credit hours toward the requirements of both degrees. Double counting of credit hours for two graduate certificate programs is not allowed. To request double counting, a student must complete a "[Dual Degree Course Election Form](#)" no later than one term prior to completing the second degree. While double counting rules specific to each dual degree program are found on the [Dual/Joint Degree Programs](#), the following general guidelines apply:

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- Double-counted courses must be taken within five years of the first date of enrollment of the current degree program.
- The same course cannot be applied to both programs, except for the formal double-counting.
- To preserve the integrity of each graduate degree, at least half of the minimum required credit hours for each degree must be earned in the program, and counted solely for that degree. For example, a student enrolled in a 36-hour master's degree program may not apply more than a combination of 18 transfer and/or double-counted credit hours toward the program.
- A degree program may overlap with only one other program for the purpose of double-counting credit hours. In other words, credit hours may never be counted for three or more purposes. If a student seeks a third certificate or program, it must stand alone.
- Departments and programs may limit the double-counting of credit hours below the university maximum, but may not allow double-counting above the university limit. Some programs do not allow double-counting of credit hours.
- For students who are pursuing a doctoral degree and wish to use some credits earned in the doctoral program toward a master's degree in another field, faculty in the master's program will review the credits earned for the doctoral program to decide how many may apply toward the master's degree. Only formal coursework may be used and counted toward a master's degree.

The maximum number of credit hours that may be double-counted for a dual degree program may be determined by adding the minimum number of hours required for each program and dividing by six. For example:

Minimum credit hours required for Degree A	30
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Minimum credit hours required for Degree B	36
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Total	66
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<b>Maximum number that may be double-counted</b>	<b>11</b>
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Any fraction resulting from these calculations must be rounded down to the nearest whole number of credit hours. Credit hours for a single course may not be split; a course must be double-counted in its entirety or not at all.

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OR

The number of required credit hours for both degrees must not be less than 75% of the total minimum hours required to complete each degree separately. Therefore, no more than 25% of the credits may overlap between the two degrees. For instance, if degree program X requires 30 credit hours and Y 30 credit hours, a proposed dual degree should at a minimum require 45 credit hours.

International students must contact the International Services Center before adding a second degree program.

Students must complete the full degree requirements for both degree programs.

The student must complete the capstone requirements for both programs. For example, if program X requires a written thesis and program Y requires a comprehensive exam, the student must meet both degree obligations.

If there is a compulsory qualifying exam in each curriculum, it may be possible for the student to take a single exam as long as the examination committee agrees that the assessment covers sufficient background information for each discipline. If only one program requires a qualifying exam, the student is obligated to take the exam.

If the student withdraws or is suspended from one of the participating programs, the dual degree arrangement is automatically nullified.

All standard policies relating to transfer of courses, time to degree, residency requirements, and minimum GPA required to graduate, apply to any dual degree arrangement.

**Note: No dual degrees will be awarded retroactively.**

## **Student Scholar Program**

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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. Such a program is available only to students whose academic performance is exceptional. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits.

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As Senior Scholars they ~~are may entitled to~~ use up to nine graduate credit hours ~~(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 ~~and undergraduate~~ program directors. This permission must be obtained before enrolling in the graduate courses. ~~Courses to be double-counted must be at the graduate level and must be passed with at least a "B-" grade. Only formal coursework, exclusive of independent study, may be taken and double-counted. The credits to be double-counted will be designated as applicable to the graduate program of study after the student receives the bachelor's degree and matriculates in the Graduate College. 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.~~

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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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### Accelerated Bachelor's/Master's Programs

An accelerated bachelor's/master's program is a clearly defined curriculum combining an existing undergraduate program and an existing master's program at the University, offered by the same or by different departments. It is designed for students whose academic performance is exceptional and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. A proposal for such a program should be submitted by the colleges housing the academic programs concerned and requires the approval of the Graduate Council, the Dean of the Graduate College, and the Provost.

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Necessary features of an accelerated bachelor's/master's program include the following:

- Specific requirements for admission to the combined program that speak to the exceptional performance of the students to be admitted. At a minimum, students accepted for the program must be clearly admissible to the graduate program portion.
- The program should be designed so as not to unduly delay the completion of the bachelor's degree. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.
- All requirements of the bachelor's program and of the master's program must be completed before the student may receive both degrees. Where appropriate, graduate

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courses taken while an undergraduate may substitute for courses required in the undergraduate major program.

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- The students may be offered deferred admission to the Graduate College at the end of the junior year program, subject to completion of the senior year program in a timely fashion and with a specified level of achievement. Formal admission to the Graduate College will require completion of all requirements for the bachelor's degree.

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- The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate College.

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An accelerated bachelor's/master's program may normally include up to nine credits of graduate level courses that are counted both for the bachelor's program and the master's program. More than nine double-counted credits may be allowed if both of the following conditions are satisfied.

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- The additional graduate credits applied to the undergraduate program do not unduly limit the breadth of the student's experience through premature specialization.
- The master's program requires more than thirty credits.

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What about Joint Degrees – we don't have any now – do we want to think about this?

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