

Graduate Policy Committee
November 10, 2010
10:00 a.m., TA 420B

AGENDA

- 1) Welcome and call to order; minutes review
- 2) Continued discussion: number of split level (4000/5000) courses in a program - draft split-level guidelines
- 3) Limits on distance faculty participation in thesis and dissertation defenses
- 4) Other business
- 5) Adjournment

Split-level Course Guidelines

Material currently available:

Source:

Faculty Guide/Program and Course Management

Program Director's Guide/Program and Course Management (identical content)

Split Level Courses

Although discouraged, it is possible to teach dual level courses, 4000/5000 level at UCF, provided that the courses are only one level apart (not 3000/5000 or 4000/6000, etc.). However, you must have approval from the Graduate Council Curriculum Committee to teach the course as a split-level even if you already have separate approvals to teach the 4000 level class and the 5000 level class. The intent of Graduate Council review is to ensure that the graduate level course has maintained the greater rigor and content expected in a graduate course. This level of scrutiny is required by the Southern Association of Colleges and Schools (SACS) which is our regional accrediting body.

All graduate level split courses must be submitted for approval using the Course Action Request form, and you must submit separate syllabi for both the graduate and undergraduate courses along with a brief narrative in each of the syllabi indicating the different assignments and grading expected of undergraduate and graduate students, and you must demonstrate that graduate students are held to an advanced level of critical thinking. Failure to show this is the major reason to have these requests tabled by the Graduate Council Curriculum Committee.

It is also required that departments or units where the split level courses are offered keep student materials for the undergraduate and graduate students each time the course is taught to prove that the content and complexity are different. This content is required for review by SACs.

Once the Graduate Council Curriculum Committee has made recommendations and they have been approved by the College of Graduate Studies, the Graduate College will send notices to the originating departments informing them of the action. Approval can be seen and tracked on the Course Database which is available in college offices.

After Graduate Council action, course requests are transmitted to the state for assignment of common course numbering as described earlier in this section.

Approved Special Topics requests are sent to course scheduling so they may be made available for registration, and copies are sent to Academic Affairs.