

**Graduate Policy Committee
February 23, 2011
10:00 – 11:30, TA 420B**

AGENDA

- 1) Welcome and call to order; minutes review
- 2) Scholarly Integrity/Responsible Conduct of Research – review policy draft
- 3) Half-time T/D enrollment definition for the Office of Student Financial Assistance
- 4) Non-degree admission and dismissal policies
- 5) Other business
- 6) Adjournment

Graduate Training Requirement in Academic Integrity and the Responsible Conduct of Research

WHEREAS the central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity; and

WHEREAS all UCF students are expected to adhere to the essential standards of academic integrity, as outlined in the Golden Rule and its associated UCF regulations (UCF-5.008); and

WHEREAS to maintain this atmosphere in the UCF graduate community, it is crucial that all students are made aware of the expectations of academic integrity, the responsibilities associated with research and scholarly work, and the consequences associated with the failure to abide by these expectations; and

WHEREAS the advanced nature of graduate education, the higher level of scholarly and research activity associated with graduate work, and the higher level of expected behavior of students who have been awarded a bachelor's degree make it essential that additional training in the areas of academic integrity and the responsible conduct of research (RCR) be provided to graduate students at UCF; and

WHEREAS this additional training will serve to guide their conduct as graduate students at UCF and provide the requisite ethical background for their future roles as leaders and educators,

BE IT RESOLVED THAT starting with the Fall 2011 term, all students newly admitted to doctoral programs will be required to complete training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research (RCR) in a manner that is consistent with federal regulations. This training will include: the on-line Collaborative Institutional Training Initiative (CITI) "Responsible Conduct of Research" training module in the appropriate disciplinary area; and face-to-face ethics/RCR workshops coordinated by the College of Graduate Studies and the Office of Research and Commercialization, or an approved alternative training offered as a program requirement for all students in the program.

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- ~~1. Completion of~~ the on-line Collaborative Institutional Training Initiative (CITI) "Responsible Conduct of Research" training module in the appropriate disciplinary area; and
- ~~2. Completion of~~ face-to-face ethics/RCR workshops coordinated by the College of Graduate Studies and the Office of Research and Commercialization, or an approved alternative training offered as a program requirement for all students in the program.

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Graduate Training Requirement in Academic Integrity and the Responsible Conduct of Research

Policy:

Draft: 11-2.1.32

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Policy location: General Graduate Policies/Academic Integrity Training (new)
<http://www.graduatemanager.ucf.edu/content/Policies.aspx?id=5700&linkidentifier=id&itemid=5700>

All students newly admitted to doctoral programs must complete training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research (RCR) in a manner that is consistent with federal regulations. This required training includes: (1) the on-line Collaborative Institutional Training Initiative (CITI) "Responsible Conduct of Research" training module in the appropriate disciplinary area; and (2) four face-to-face ethics/RCR workshops coordinated by the College of Graduate Studies and the Office of Research and Commercialization, or an approved alternative training offered as a program requirement for all students in the program. The workshops and CITI training modules are open to all UCF graduate students and postdoctoral fellows and associates.

Deadlines:

1. All academic integrity/RCR training requirements must be completed prior to a student's advancement to candidacy.
2. The CITI module should be completed by the end of a student's second major (Fall/Spring) term of enrollment.
3. All academic integrity and RCR training requirements must be completed in a manner that is consistent with federal regulations.

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A doctoral student who has not completed the required training in academic integrity and the responsible conduct of research will not be advanced to candidacy.

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Core and Elective Workshops:

All students newly admitted to doctoral programs are required to complete four face-to-face ethics/RCR workshops. The College of Graduate Studies and the Office of Research and Commercialization offer a series of core and elective workshops to enable students to fulfill this requirement. Students must take at least two core workshops. The core workshops ~~The core workshops~~ ~~The core workshops will~~ focus on: personal integrity in the classroom; plagiarism; data management (including fabrication, falsification, and confidentiality); authorship and peer review; mentor and trainee responsibilities; collaborative research; and conflicts of interest. Students must complete two additional workshops from among the set of core workshops or a series of ~~The~~ elective workshops, which will provide more specialized training such as human subjects, animal welfare; and other areas of ethical concern unique to a discipline or research area. ~~Students must take at least two core workshops. The workshops and CITI training modules are open to all UCF graduate students and postdoctoral fellows and associates.~~

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Programs ~~are encouraged to~~ may develop alternatives for the training workshops that focus on issues of particular relevance to their specific disciplines and fields, or that better accommodate the schedules of their students. Alternative training must be offered as a program requirement for all students in the program. The training content must be specified in the syllabus/syllabi of

required formal courses and include the core topics listed above as well as other topics appropriate to the specific discipline. Alternative training content must be submitted for review and approval by the College of Graduate Studies and the Office of Research and Commercialization prior to student attendance.

Deadlines:

- ~~1. All academic integrity and RCR training requirements must be completed prior to a student's advancement to candidacy.~~
- ~~2. The CITI module should be completed by the end of a student's second major (Fall/Spring) term of enrollment.~~
- ~~3. All academic integrity and RCR training requirements must be completed in a manner that is consistent with federal regulations.~~

~~A doctoral student who has not completed the required training in academic integrity and the responsible conduct of research will not be advanced to candidacy.~~

~~Policy location: General Graduate Policies/Academic Integrity Training (new)
<http://www.gradcatalog.ucf.edu/content/Policies.aspx?id=5700&linkidentifier=id&itemid=5700>~~

~~Table of workshops: appended~~

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Part-time Thesis/Dissertation Hours

Original Policy: 11-3.1.01

Dissertation Requirements

See 2010-2011 Graduate Catalog: Policies/Doctoral Program Policies/Dissertation Requirements
http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Requirements

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Enrollment in Dissertation Hours

The university requires all doctoral students to take a minimum of 15 credit hours of doctoral dissertation hours; however, specific programs may require more than this minimum.

Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (XXX 7980) credit hours constitutes full-time graduate status.

Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (XXX 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) and continue doing so until they complete the dissertation and graduate.

Students who need to interrupt their dissertation work for extenuating circumstances must submit a leave-of-absence form to the College of Graduate Studies. Students wishing to enroll in part-time hours should consult with their adviser. Students enrolling in fewer than three credit hours are not eligible for financial assistance.

Thesis Requirements

See 2010-2011 Graduate Catalog: Policies/Master's Program Policies/Thesis Requirements
http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Thesis_Requirements

Thesis Enrollment Requirement

After completion of ~~regular core and elective~~ other course requirements, master's level students may be considered full-time if they enroll in at least three ~~semester~~ credit hours of thesis (XXX 6971). They subsequently must enroll in three thesis hours 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.~~ Students who need to interrupt their thesis work for extenuating circumstances must submit a leave-of-absence form to the College of Graduate Studies. Students who wish to enroll in part-time hours should consult their adviser. Students enrolling in fewer than three credit hours are not eligible for financial assistance. See Full-time Enrollment Requirements in the General Graduate Policies for more information.

Non-degree policies

- Admission
 - Current:
 - must have a bachelor's degree from an accredited institution
 - *Propose*:
 - must have a bachelor's degree from an accredited institution
 - must have > 2.0 (Ugrd or Grd)

- Dismissal
 - Current:
 - dismissed from non-degree status if GSGPA < 2.0
 - *Propose*
 - Dismiss from non-degree status if:
 - GSGPA < 2.0
 - OR
 - Cumulative GPA < 2.0 (would include Ugrd classes as well)

- Readmission
 - Current:
 - must only reapply non-degree
 - OR
 - can be readmitted to a graduate program
 - *Propose*:
 - cannot be readmitted to non-degree status unless specific criteria are met:
 - after a specific period of time (i.e. not forever)
 - cogent statement of why they would now be successful
 - OR
 - can be readmitted to a graduate program