

**Graduate Policy Committee
December 5, 2012
10:00 – 11:30, MH 395**

AGENDA

- 1) Welcome and call to order
- 2) H/P/F grading – update from the Faculty Senate ad hoc Committee
- 3) Grading scale for research courses (referred from the Curriculum Cmt)
- 4) Inclusion of ethics statement in syllabi
- 5) Adjournment

Policy Committee:

Cheryl Cabrera, CAH, School of Visual Arts and Design
Yoon Choi, CBA, Finance
Kevin Coffey, CECS, Materials Science and Engineering
Juli Dixon, CED, School of Teaching, Learning and Leadership
Steven Ebert, COM, Biomedical Sciences
Jim Moharam, Chair, COP, Optics and Photonics
Gerald Smith, COHPA, Health Professions
Jeffrey Bedwell, COS, Psychology
Linda Colding, Libraries, Reference
Loretta Forlaw, CON, Nursing
Cheyenne Ro, RCHM, Hospitality Services
Ross Hinkle, CoGS, *ex officio*
Michael Stern, CoGS, liaison

Course Category Definitions

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Category_Definitions

In an effort to establish a balance among the essential components of graduate degrees, the 2008-2009 Policy Committee of the Graduate Council categorized the wide variety of graduate courses offered at UCF into the three essential components of graduate education: (1) formal course work; (2) research and independent scholarly work; and (3) disciplinary training. While many courses offer a combination of these elements of graduate education, most can be classified as predominantly addressing one of these components. The following definitions were established to help establish a common vocabulary for this categorization.

- **“Courses”** – All enrollment hours with an official class number.
- **Core/Required courses** – Courses that cover a certain body of knowledge that is central to a program of study. These courses must be taken to fulfill degree requirements, and may only be substituted by equivalent course work.
- **Elective courses** – Courses that cover a certain body of knowledge that is important, but optional for a program of study.

Formal Course Work

- **Formal courses** – Existing UCF courses that involve standard class instruction of a defined body of disciplinary knowledge. These courses involve interactions between a formal course instructor and the students that make up the class, and can be traditional, face-to-face courses, web courses, and media-enhanced courses. Such classes include both core/required courses as well as elective courses, seminar courses and independent study courses (XXX 6908), but are distinguished from the various categories of individualized research and scholarly courses.
- **Independent Study (XXX 6908)** – A course of study created outside of the standard-format formal courses offered by the university. Independent Study must have a formally defined core of knowledge to be learned by the student(s). The core of knowledge to be learned by the student(s) must be specified in written form and approved by the student(s), the instructor, and the program coordinator prior to enrollment in Independent Study.

Research and Scholarly Work

- **Directed Research (XXX 6918)** – Graduate-level research/scholarly work. Research hours taken at the graduate level. These can include laboratory rotations in addition to standard research and scholarly endeavors directed toward completion of a project.
- **Doctoral Research (XXX 7919)** – Doctoral-level research/scholarly work. Research hours at the doctoral level taken prior to passing candidacy. These can include laboratory rotations, preparation for candidacy exams, or standard research and scholarly endeavors directed toward completion of a project or a dissertation.
- **Doctoral Dissertation (XXX 7980)** – Research or scholarly hours taken after advancement to candidacy and directed toward completion of a dissertation.
- **Thesis (XXX 6971)** – Research hours directed toward completion of a thesis.
- **Research Report (XXX 6909)**

Disciplinary Training

- **Internships (XXX 6946)** – Courses that provide training experiences for students in their discipline. It is not a “formal course,” but may be a required element of some programs.
- **Practica and Clinical Practice (XXX 5944 or XXX 6946)**

Research Grading Scales

Clarification: 13-4.1.0

See 2012-2013 Graduate Catalog: Policies /General Graduate Policies/Course Requirements

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Requirements

Thesis, Research Report, and Dissertation Grades

For thesis (XXX 6971 or 6973), doctoral dissertation (XXX 7980), and research report (XXX 6909) courses, satisfactory (S) or unsatisfactory (U) grades are used to reflect student progress in these courses. Should a student in a given term be given an incomplete (I), then this grade should be changed to an S or U, upon completion of the work. Other grades may not be assigned in these courses. Students who do not maintain satisfactory progress in their research, as determined by their thesis or dissertation advisory committee, may be placed on probation or dismissed should unsatisfactory progress continue.

UCF Syllabi Policy

DRAFT

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all University of Central Florida instructors of record.

POLICY STATEMENT:

Syllabi inform students about what is expected of them to meet course requirements and must be disseminated to students in all courses in an appropriate written form (e.g., hard copy or Web version). A finalized copy of the syllabus must be provided to students in a paper or electronic format by the first class and before the official add/drop date as stated on the UCF academic calendar. In addition, the Southern Association of Colleges and Schools *Criteria for Accreditation* require that a syllabus be placed on file in the department for each course taught and that students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed. The syllabus must include a statement of academic integrity, which clearly defines academic misconduct for students within the class, including individual and group work, written and oral exams, written work, etc. as well as the course of action that will be taken by the professor should an alleged violation occur.

PROCEDURES:

Regardless of the course type—e.g., traditional, media-enhanced, or Web—syllabi are required to include:

- course title and number
- credit hours
- name(s) of instructor(s)
- office location
- office or web hours
- course goals
- course description
- course requirements
- methods of evaluations; grading system, including plus and minus grade policy
- makeup exam policy
- required and optional texts
- statement on academic integrity*
- student disability statement**
- final exam date and time
- other required course materials
- clearly defined statement on academic misconduct*

Suggested additional information to consider for course syllabi:

- course prerequisites
- name(s) of teaching assistant(s)
- email address(es)
- course outline
- important academic dates and deadlines such as add/drop, withdrawal, etc.
- mode of instruction such as lecture, discussion, etc.
- various UCF policies such as religious holidays, attendance, ethics statement

Colleges and departments may have additional syllabi requirements.

*Information and resources about the academic integrity statement and the academic misconduct statement can be found here:

Student Conduct—The Golden Rule

<http://goldenrule.sdes.ucf.edu/>

The Faculty Center for Teaching and Learning

<http://www.fctl.ucf.edu/TeachingAndLearningResources/ClassroomManagement/AcademicIntegrity/>

**Information about the student disability statement can be found here:

Student Disability Services

<http://sds.sdes.ucf.edu/>