

Graduate Policy Committee
February 6, 2013
10:00 – 11:30, MH 360

AGENDA

- 1) Welcome and call to order
- 2) H/P/F grading – draft policies for implementation
- 3) Graduate Certificate Policies, GPA calculation – vote on revised language
- 4) 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

Resolution: Adoption of Honors/Pass/Fail Grading Scale

Whereas, it is common practice in medical schools nationwide to use a Pass/Fail grading scale, particularly in clinical courses where students meet a series of competency milestones; and

Whereas, an honors designation is used to recognize exemplary performance and professionalism; and

Whereas, the UCF College of Medicine has requested that Honors/Pass/Fail be added to the grading scale at the graduate level; and

Whereas, other colleges in the university have expressed an interest in adopting such a grading scale in the future; therefore

Be It Resolved, that Honors/Pass/Fail be added to the grading scale at the graduate level.

Certificate GPA Policies

Draft Policy: 13-5.1.1

See 2012-2013 Graduate Catalog: Policies /Graduate Certificate Program Policies

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5704#Course_Requirements_and_Loads

Course Requirements and Loads

A certificate program must include a minimum of nine semester hours. The course work must consist of an integrated and organized sequence of study; course substitutions are not permitted.

No internship or independent study courses may be used in a certificate program. The use of practicum courses in certificate programs is not generally encouraged, but may be used in programs where there is a strong professional setting and on-campus faculty supervision. Alternative delivery programs are acceptable and encouraged.

A course may not apply toward more than one certificate program. Certificate students must take the full number of required hours. If an overlap of course work occurs between two or more certificate programs for the same student, the student must complete the total required hours by taking electives approved by the program.

All courses that are offered as part of a certificate program must be graduate-level courses. Students must earn course grades of "B-" or better to get credit toward the certificate. Courses may be retaken to achieve a better grade. However, the certificate will only be awarded if the ~~graduate status~~ GPA in the certificate program of study is 3.0 or higher.

Applicable Credits

Transfer of Credit

No graduate credit hours taken at other institutions can be applied to a graduate certificate program at UCF. If requested prior to the completion of the certificate program requirements, graduate credit hours taken at UCF from a prior baccalaureate, master's, specialist, or doctoral degree may be applied toward a certificate, with the consent of the program, provided they are no more than three years old. The request for using credits from prior years must be submitted no later than the end of the add/drop period in the semester in which the student takes the final course in the certificate program.

Recency of Credit

The student has three years from the date of admission to the certificate program to complete the certificate. In addition, no course older than three years at the time of completion may be used.

Completion of Graduate Certificate

In order to be processed for completion of a graduate certificate program, students must have obtained formal admission into the graduate certificate program (see Certificate Program Admission Requirements above). Students nearing completion of a graduate certificate program must complete the online Intent to Graduate Form by logging into [myUCF](#) and navigating to the Student Center Academics > Undergraduate and Graduate Careers > Intent to Graduate: Apply. Intents to graduate should be filed online no later than the last day of registration for the semester of graduate certificate completion.

Students will only be processed for completion of a graduate certificate if they have previously submitted a certificate application form, have been formally admitted to the program, and have filed an intent to graduate. Students must be enrolled in the semester in which the graduate certificate is being completed.