

## **Graduate Policy Committee**

**September 2, 2015**

**10:30 – 12:00, MH 395**

### **AGENDA**

- 1) Welcome and call to order
- 2) General business
  - Introductions
  - Graduate Council Policy Committee overview
  - Graduate Council website
  - Dates and start times for meetings
  - Proxy voting
- 3) Doctoral students enrolled in fewer than 3 hours - The item was a request from the Appeals Committee. Some colleges have been enforcing this policy and some have not. **Carryover from last year.**
- 4) Other issues
- 5) Adjournment

### **Members of the Graduate Policy Committee**

Annette Khaled, Chair, COM  
Yoon Choi, COB  
Paul Dombrowski, CAH  
Atsusi Hirumi, CEHP  
Jim Moharam, COP  
Liqiang Ni, COS  
Kendall Cortelyou-Ward, COHPA  
Alan Fyall, RCHM  
Andrew Randall, CECS  
Meg Scharf, LIB  
Karen Aroian, CON  
Mubarak Shah, ex officio, CGS  
Christopher Atkinson, GSA

## **Graduate Council Policy Committee Meeting September 2, 2015**

[http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Full-time Enrollment Requirements](http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Full-time_Enrollment_Requirements)

### **Full-time Enrollment Requirements**

A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours. There are two exceptions to this policy:

1. For master's students pursuing a thesis option, full-time enrollment is defined as 3 hours per semester [including summers, of only thesis hours (XXX 6971)], after completion of all course work and until successful completion and defense of thesis. Students enrolled in thesis hours simultaneously with coursework hours must be enrolled in a combined nine credit hours to be considered full time for the fall and spring semesters, or six credit hours to be enrolled full time in the summer semester.
2. For doctoral students who have passed the candidacy exam and are registered for doctoral dissertation (XXX 7980) hours only, full-time is 3 hours per semester, including summers, until successful completion and defense of dissertation.

### **Enrollment**

Students must be enrolled in order to take exams, to conduct research or to use any university resources and to graduate. Students who have completed all degree requirements may enroll in IDS 6999 during their semester of graduation.

### **Continuous Enrollment and Active Student Status**

Students must be enrolled for at least one semester of every three consecutive semesters in order to maintain active student status. Students who do not meet this enrollment requirement breach continuous enrollment and will be removed from active student status. These students must reapply for admission. Readmission is not guaranteed.

Students with extenuating circumstances that will compel them to be unenrolled for three consecutive semesters or more may complete a Leave of Absence Form to petition to remain in active student status. This form must be submitted no later than the end of the add/drop period of the third semester of non-enrollment. See the section below for details.

1. Because of current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Leave of Absence is only available for documented medical reasons.
2. A student who is discontinued for breach of continuous enrollment will lose the option of fulfilling the degree requirements originally listed in his/her official

program of study already on file and will instead be subject to the degree requirements listed in the graduate catalog in effect at the time the student is readmitted to the program.

## **Continuous Enrollment**

**Students engaged in thesis or dissertation work must be continuously enrolled every term.** Doctoral students who have begun taking dissertation hours, and Master's students who have completed their required course work and are completing their thesis requirement are required to be continuously enrolled (including summer) until the thesis or dissertation is completed. For details, see the Master's and Doctoral enrollment policies under Thesis and Dissertation Requirements. Students with extenuating circumstances which will prevent them from enrolling continuously may submit a Leave of Absence Form. See the section below for details.

## **Enrollment in Multiple Graduate Programs**

- Students are allowed to enroll in multiple master's and doctoral degree programs.
- Approval of the program(s) where the student is currently enrolled is not required for application to or enrollment in additional program(s).
- The College of Graduate Studies shall inform the program(s) of current enrollment when a student is accepted for enrollment in a new program.
- Students will be held responsible for showing academic progress in each program in which they are enrolled.

## **Special Leave of Absence**

A Leave of Absence may be granted to a student to temporarily waive the continuous enrollment requirement. A leave may be requested in cases where the student can demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, and employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the Leave of Absence Form. A Leave of Absence will be granted only after approval from the Graduate Program Director for the student's program of study and the College of Graduate Studies (and the International Services Center for international students, when applicable). Students may request up to 6 consecutive semesters of non-enrollment. For students seeking a temporary waiver of the continuous enrollment policy, the Leave of Absence Form must be submitted no later than the end of the add/drop period of the third semester of non-enrollment. For thesis and dissertation students, the Leave of Absence Form must be submitted when a student will not be enrolled for any number of terms. For those students, the Leave of Absence Form must be submitted no later than the end of the add/drop period of the term of non-enrollment. Time spent in a Leave of Absence will not reduce the total time limitation for degree completion (see the policy regarding Time Limitation for Degree Completion in the master's, specialist, and doctoral policies). If a student fails to enroll in the semester following the last term in the approved Leave of Absence, the student will have failed to maintain continuous enrollment and must apply for readmission to the university.