

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of November 15, 2005 meeting

Members Present Patricia Bishop, Jim Moharam

Recorder Rhonda Nelson

Guests Present Max Poole

Staff Members Dore Carter

- The meeting began at 11 a.m. in 327 Millican Hall. A quorum was established.
- Conversation continued on the Academic Progress and Performance Section of graduate policies. There were 2 outstanding issues: 1) the use of UG courses in grad programs and 2) the appeals process for students who may be disqualified.

a) **Policy regarding 4000 level courses in graduate programs.** Dr. Goodman began the meeting by asking Dr. Bishop to share feedback from the College Coordinators regarding this policy. Dr. Bishop shared that the coordinators that were present at the meeting affirmed that they liked the policy and what the committee was proposing. They agreed that the process should be more automatic. A&S had some questions regarding the policy but once they heard feedback from the other colleges regarding problems with the 4000 level courses, they were more receptive to this. The coordinators would like to see the different GPA computed from the time of entry to the program and Dr. Bishop said that Computer Services can implement this for us. College coordinators felt that using 4000 level courses in graduate programs has become more routine and thought that this was problematic. Coordinators did suggest the split classes to assist units who may have resource issues that lead to graduate students taking undergraduate courses. One problem was that some students cannot get into graduate level courses in other majors because of prerequisites. A question was raised regarding allowing 4000 level courses in own dept vs. courses in other departments, and how these could be cross-listed. A lengthy discussion continued on whether the policy should allow even 1 or 2, 4000 level courses in the master's program with the first step being not to allow this within the major. Bishop asked if the group felt that this should be not allowed or allowed under certain conditions. Discussion continued on this. Everyone agreed that doctoral programs should not allow 4000 level courses. The group then agreed that an appeals process would need to be defined that individual students could utilize. University sets the minimum standards. Issues can be taken up for individual programs when they arise. The group agreed that a notice would need to be shared with everyone enforcing the policy beginning at a specific start date. If occurrences happened after the policy was in place, then students would have to appeal. Bishop will talk with the college coordinators about the details. Once the policy was in place, it would be up to the college coordinators to reject the 4000 level courses. The committee reviewed the current catalog policy for mater's programs which states: "At least one-half of the credit hours (including thesis hours) required in a master's program of study must be taken in 6000-level courses, which are designed for graduate students. Transfer credits from other institutions may include up to 6 hours of 4000-level courses if taken as part of a graduate program of study." Chai had his computer with him so he ran a search of the catalog which showed 21 records that had 4000 course level language, which included catalog policy and also language used in individual programs. Bishop will download the policy chapter from the graduate catalog and will revise language using the Word track changes feature. A motion was made and seconded to revise the policy to indicate that no 4000 level courses were allowed in a graduate program of study. Bishop will talk to the college coordinators about these changes and how it could be implemented before the policy goes before the Faculty Senate. Bishop will bring this information back to the committee at the next meeting in January.

b) **Policy proposal that establishes criteria for academic disqualification.** Dr. Poole shared the minutes from a special called Appeals Subcommittee meeting held on November 17. The Policy Subcommittee had asked the Appeals Subcommittee to offer feedback about a policy proposal that establishes the criteria for "academic disqualification" for continuing graduate students. The minutes are as follows:  
The Appeals Committee agreed:

- That a probationary policy was needed, that describes probation and disqualification
- That the overall GPA of all graduate coursework completed since a student entered a graduate program should be the triggering mechanism for automatic "Probationary Status."
- That students should be allowed to complete 9 sh of probationary coursework to remedy their GPA deficiency before automatic reversion to non-degree status.
- That students with overall graduate GPA's of less than 3.0, but are now seeking admission to a different graduate program should be admitted under Provisional Status with conditions attached. The Appeals Committee then spent considerable time discussing the implementation process for programs when their students are placed on probation. The committee agreed:
- That students should receive a notice of probation at the beginning of their probation and a notice of the probation should be imprinted on the student's Advising Transcript.

- The program should also be notified at the time of probation and given the opportunity to formally submit an "appeal for retention" during the 9 sh probationary period. This would allow the program, in consultation with the Appeals Subcommittee, to formulate an acceptable Conditional Retention Plan before reversion should the student fail in their probationary remediation.
- That programs waiting to consider student retention until the end of the 9 sh probationary period should also be allowed to submit an "appeal for retention" if the student fails in his/her probationary remediation. However, in this case the student is automatically reverted to non-degree status at the end of the probationary period and the program has one semester following the last semester of probation in which to submit an "appeal for retention." Appeals for retention submitted during the summer may be delayed until the first Appeals Subcommittee meeting in the fall semester. The Policy Subcommittee then discussed how students could appeal any changes to their status... Students cannot appeal the probation, they could only appeal the grade. Moharam pointed out that timing would be a big factor. The group indicated that the Appeals Subcommittee would have to meet during the first week of the semester as students would have to appeal in that first week of the next semester. Goodman indicated that we want the programs to be an advocate. If the program and college do not act in bullet 2 as stated above, the student could then go to the university Appeals Subcommittee. The group agreed to add a bullet four that would include language about the student appeals process. Bishop will add language in the appropriate section of the policy and share with members. This will be reviewed again at the first meeting in January.

3. **Question on direct and indirect cost rate.** Dr. Bishop asked the group if they preferred an indirect cost rate to be raised to assist in paying tuition or for all researchers to include tuition in their grants. Members agreed that they preferred the indirect cost factor and Wright pointed out that the indirect cost supported all graduate research assistants.

4. **Graduate certificates.** The group then began the 3-year review of graduate certificates to identify programs with no enrollment or marginal enrollment and establish whether these programs should be sunsetted in order to ensure that graduate certificate programs are kept current. Certificates that were established in 1999 and 2002 were reviewed at this meeting. Two HPA certificates were identified (Child Language Disorders Certificate and Multicu/Mlti Speech Language Pathology Certificate) as no or marginal enrollment. The Teaching Excellence certificate and the Health and Wellness certificate in Education both had 1 year each where there was no activity. Dr. Bishop will check with the college regarding these programs. Health Care Data Management and Health Care Quality certificates did not have any activity after 2002. These certificates will be checked to see if they have already been inactivated. (Both certificates inactivated spring 2002)Activity looked good in the remaining certificates that were reviewed. Bishop will prepare letters to the colleges regarding the identified certificates.

5. **Question on allowing 30 transfer hours in a doctoral program.** Bishop asked the group if the group recalled a discussion from last year regarding a big change in the catalog that indicated that up to 30 hours could be transferred into a doctoral program without a master's degree. The committee would check their notes and provide feedback to Bishop.

6. **Open Forum on 12/2.** The only meeting scheduled for December is the Open Forum for the *"Study of Financial Support for Graduate Assistants and recommendations for improvement"* on December 2, 9-11 a.m., in the Teaching Academy, Room 322. The group agreed that additional emails should be sent out regarding this upcoming forum.

7. Meeting adjourned at 12:25 p.m.