

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of March 29, 2006 meeting

Members Present Patricia Bishop, Jim Moharam

Recorder Rhonda Nelson

Guests Present Max Poole

The meeting began at 11:30 and a quorum was established. Dr. Goodman shared that the Faculty Senate meeting would be tomorrow afternoon and asked how many members would be planning on attending this meeting. Goodman, Moharam, Cross, and Liou indicated that they would be attending this meeting.

1. **Split level class and full-time enrollment recommendations.** Dr. Bishop shared that the provost has signed off on the recommendation for the split level class and on the full-time enrollment recommendation. This information will be placed in the graduate council policy section for catalog year 2006-07. After the March 30 Faculty Senate meeting, an additional memo will need to be prepared that reflects the outcome of the 5000 level policy.
2. **Financial support document.** Dr. Bishop met with the provost regarding this document. There are some items that the provost would like to begin implementing for fall. We will be receiving a memo from him on this. The first priority would be to deal with the out of state tuition waivers. Dr. Bishop continued that a proposal on financial support for graduate assistants will be prepared for the Board of Trustees. Dr. Bishop will be preparing several options for the provost.
3. **Tuition allocation.** Dr. Poole sent the tuition allocations out to the deans on March 28. Allocations were based on each college's projections for graduate-level growth for 2006-07 using the graduate enrollment history for each college over the last three years.
4. **Transfer credit policy.** Dr. Bishop distributed handouts on transfer policy information from other universities for review. This review list included policies from UF, FIU, NC State, ECU, University of Alabama, University of Georgia, University of Louisville, and Texas A&M. The committee then reviewed the transfer credit policy from the graduate catalog. Dr. Bishop asked if the committee wanted to make any changes in the paragraph which included transferring 30 hours in from an accredited institution from someone that did not have a master's degree. The group discussed this at length. The committee agreed that most colleges allow students into their program without a master's degree. Discussion was held on allowing up to half of the program hours and whether dissertation hours should be included. The overall university policy allows 9 from another institution into the program right now. The committee agreed that the 7-year rule should be indicated earlier in the policy. Goodman asked the question if transfer courses without a course by course evaluation should be accepted. The draft wording changes of the policy follows with the underlined parts showing the major changes:

Transfer Credits

Doctoral transfer credits typically consist of graduate course work completed at a regionally accredited institution or recognized foreign institution (including UCF) BEFORE a student is given graduate status in his/her doctoral program at UCF. In all cases, the transfer work will constitute less than half of the program hours necessary for degree requirements, per accreditation guidelines. Only graduate-level or higher courses may be accepted as transfer credits. Similarly, only courses with a grade of "B-" or higher may be transferred into a program of study. The acceptance of transfer credits must be recommended by the program director of the student's major.

Students admitted with a master's degree from a regionally accredited institution or recognized foreign institution may be admitted into a post-master's program of study without a course-by-course transfer of completed course work, provided the master's degree was earned in the same area of study. In cases where a student's master's degree is in an area that is different from the doctoral program into which he/she is admitted, programs must conduct a course-by-course review and to transfer in only selected courses. At a minimum, the post-master's program of study will require at least 37 hours (in the College of Engineering and Computer Science) or 42 hours (in the other colleges) beyond the master's level, with at least 37 hours (including dissertation hours) taken at UCF.

Graduate programs are permitted to accept up to nine hours of graduate course work taken at UCF while an undergraduate student was enrolled in an undergraduate program of study, as part of the Senior Scholars program. Transfer work that is not part of an earned degree is subject to the 7-year rule as explained in the "Time Limitation and Continuous Enrollment" section of the Policy Chapter. The use of these hours of graduate course work in the doctoral program of study is at the discretion of the doctoral program director and graduate college coordinator. Not all graduate programs permit students to use graduate credit hours for a graduate program of study if the hours have been used for an undergraduate degree. It is the student's responsibility to obtain

advisement from the graduate program director of the specific program before registering in graduate-level courses.

1. **Fall workshop for new program director.** A suggestion was made that a workshop or information session should be held periodically for program directors. Dr. Bishop shared that each fall GS conducts a workshop for new program directors which includes an opportunity to exchange information. Current program directors are also invited to attend this session. Dr. Chai indicated that it may be good to do this more often and then actually call this an "Information Exchange Session" or "New Program Directors Executive Session of Information Exchange."
2. **FAQs.** Another suggestion was made regarding FAQs. This item should be added to the Graduate Council agenda for next year.
3. **Carnegie Classification.** Dr. Bishop shared the current Carnegie Classification information with the group that included a list of new Carnegie classifications. UCF new status will be comprehensive doctoral with a medical school.
4. This meeting adjourned at 12:45 p.m. The next meeting will be on April 12, if needed. This will be the last scheduled meeting for this year.

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