

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of December 04, 2008 meeting

Members Present John C. Bricout, Jacquie Byers, Jim Moharam, Paul Rompf, Michael Stern

Recorder Tracy Jones

Staff Members Tracy Jones

1. Meeting began at 10:05. Dr. Moharam, chair, asked for a motion to approve the minutes from the previous meeting. A motion was made, seconded and approved by voice vote.
2. Dr. Moharam asked the members of the committee about meeting at the same time and day next semester. All agreed to the same time and day. Dr. Stern asked for the first meeting of the spring semester to be held on Jan 8, 2009.
3. In considering the signatures required for independent study forms, Dr. Stern informed the committee that approved policies go into effect in the next catalog year.
4. The committee reviewed the draft of the master's and doctoral coursework policy. A motion was made to approve the draft, seconded and the committee voted to approve. The committee decided to submit this new policy to the Chair of the Faculty Senate Steering Committee only once an approved transfer policy is ready to accompany it.
5. The committee began a discussion concerning the policies governing transfer credits. The initial discussion raised the parallel issues of when the deadlines should be for accepting transfer credits versus for establishing a program of study (POS). The committee mentioned that these are separate deadlines. The committee discussed the need to decide at the time the program of study is developed what courses would be used in the program of study as well as the number of hours of transfer credit. The committee agreed that there should be different deadlines for accepting transfer credits for master's and doctoral students. The committee agreed that transfer credits for master's students should be finalized by the end of their second major semester (based on full time enrollment) and by the end of the third major semester for doctoral students (based on full time enrollment). The committee also agreed that transfer credit would not be approved in the semester of graduation. There was a motion to approve the two different transfer credit deadlines as a guideline. All transfer credits should be decided no later than the withdrawal deadline within the term of the transfer credit deadline so that any necessary petitions could be considered by the Appeals Committee of the Graduate Council. The motion was seconded and the committee voted to approve the guideline.
6. The committee reviewed the current policy regarding transfer work. There was discussion regarding the limits to the number of credit hours that could be transferred in with an earned master's degree, an unearned master's degree and from a non degree seeking status. A distinction was also made between credit hours earned at UCF versus those earned at outside institutions. Separate transfer credit policies may be needed for master's degrees, doctoral degrees where a master's degree is required for entry and a doctoral degree where students are admitted directly from the bachelor's degree. Discussion also covered the implications of the current policy and the appeals that result.
7. Discussion on the transfer credit policy and the programs of study will continue at the January 8, 2009 meeting.

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