

**Graduate Policy Committee  
October 30, 2008  
10:00 a.m., MH 243**

**AGENDA**

- 1) Welcome and call to order
- 2) Approval of the minutes from 10/16/2008
- 3) Policy Request Form
- 4) Finish discussion on independent study/directed research/dissertation hours (version 6)
- 5) Definitions of categories of courses (version 2)
- 6) Curriculum template comments
- 7) Adjournment

# Master's Program Policies

## Course Program Requirements

The course-program requirements for a master's degree include core and /elective courses lectures, seminars, discussions, independent study, independent directed research, and thesis research. A minimum of 30 semester hours of post-baccalaureate, graduate work (5000-level or higher) (combined course work and thesis) is required, although many programs require more. The program of study must include at least 30 credit hours of post-baccalaureate, graduate course work (5000 level or higher), which must be taken as part of an approved graduate program of study, is required. At least half of the program of study must be at the 6000 level. Only graduate-level course-work with a grade of "C-" or higher may be used to satisfy degree requirements. Some programs require more than the minimum of 30 hours because of the nature of the discipline and the standards of the associated profession. For the thesis option, at least 24 semester hours of core and /elective courses-work must be earned exclusive of thesis. In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion. For the nonthesis option at least 27 semester hours of core and /elective courses must be earned exclusive of directed research and research reports. ~~At~~ At least 50 percent of the credits offered for the degree must be in a single field of concentration. A research report, capstone course, comprehensive exam, or other culminating experience that demonstrates that graduate students have engaged in independent learning is required in a nonthesis option master's program. An explanation of how the culminating experience promotes independent learning is required in each program's curricular description.

## Independent Study Hours

A maximum of three courses may be taken as independent study (XXX 6908), for a total of no more than six semester hours. Independent Study hours may be substituted only for course electives, not for core/required courses.

## Thesis Enrollment Requirement

Master's level students who wish to be considered full-time and who are engaged in thesis or research report-related activity must be enrolled for at least three semester credit hours of thesis (or research report) each semester continuously (including summers) after completion of regular core and /elective courses-work and until successful defense and graduation. This requirement does not negate other regulations regarding full-time enrollment or the requirement that all graduate students be enrolled in the term in which they graduate. (See Registration in Term of Graduation in the *Graduate Catalog*.) Students who wish to enroll in part-time hours should consult their adviser.

## Doctoral Program Policies

The primary objective of doctoral study is to educate students to a point of excellence in conducting, disseminating, and applying scholarly research, with the explicit goal of making original, substantive contributions to their degree discipline. The advanced nature of doctoral education requires student participation, debate, evaluation, and discussion of diverse ideas and approaches. Careful analysis, independent research, and greater understanding and application of ideas ~~are~~ also expected.

### Course-Program Requirements

The course requirements for a doctoral degree will consist of lectures, seminars, discussions, independent research, independent study, and dissertation research. However, because of the advanced nature of doctoral education, seminars and independent study are used frequently to encourage student participation, debate, evaluation, and discussion of diverse ideas and approaches. Student presentations and discussions are a standard instructional technique in doctoral programs, and careful analysis, independent research, and greater understanding and application of ideas is expected. A primary objective of doctoral study is to educate students to a point of excellence in conducting, reporting, and applying scholarly research. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study.

The doctoral degree program requirements will consist of core and elective courses, seminars, directed and doctoral research, independent study, and dissertation research. Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree, which must be taken as part of an approved graduate program of study. Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession. All ~~graduate credit~~ course work in a doctoral program must be at 5000 level or higher. At least one-half of the credit hours must be in 6000 -level or 7000-level including the allowed number of research and dissertation hours. For students with waived hours from an earned master's, this amount is at least one-half of the program hours remaining after the waived hours are applied. Only graduate level ~~credit~~ course work with a grade of "C-" or higher may be used to satisfy degree requirements. A university-wide minimum of at least 15 hours of dissertation credits is required for all doctoral programs, although some programs require a greater number of dissertation hours. ~~(In no case will the number of dissertation hours in excess of the amount required by a program be counted toward degree completion.~~ delete??) Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession.

Students admitted with an earned master's degree from a regionally accredited institution or recognized foreign institution may be eligible to have up to 30 hours of their doctoral program waived without a course-by-course review 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 can waive up to 30 hours of selected courses. If there are deficiencies in the student's master's degree program, the student may be required to take additional prerequisite or background courses which cannot be included in the program of study. in addition to the minimum (e.g., 42 hours) required by the university.

## **Independent Study Hours**

No more than 12 total semester hours of independent study (XXX 6908; including up to six hours counted toward a master's degree) may be applied to a doctoral program of study. Independent Study hours may be substituted only for course electives, not for core/required courses.

## **Directed Research and Doctoral Research Hours**

No more than a sum total of 21 semester hours of directed research (XXX 6918) and doctoral research (XXX 7919) may be applied to a doctoral program of study. All such hours must be above and beyond classroom-style course requirements. Directed research (XXX 6918) and doctoral research (XXX 7919) hours may not be substituted for classroom-style course requirements.

## **Dissertation Hours**

Doctoral dissertation hours (XXX 7980) may not be used to satisfy other program requirements.

## **Candidacy**

### **Admission to Candidacy**

Students must demonstrate his or her readiness for the Ph.D. program by successfully completing the candidacy examination before admission to full doctoral status and enrollment into dissertation hours. The Candidacy Examination should be taken when the student is nearing the end of coursework. The exam is administered by the members of the student's dissertation advisory committee. External committee members of the dissertation advisory committee are not appointed until after the student has passed the Candidacy exam. The admission to candidacy

will be approved by the program director and the college coordinator and forwarded to the UCF College of Graduate Studies for status change. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980).

~~Students may not be admitted to candidacy until a Doctoral Committee has been appointed, and the (specify) Committee has certified that the student has successfully completed the Candidacy Examination and demonstrated the qualifications necessary to successfully complete requirements for the degree. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980).~~

~~The admission to candidacy will be approved by the graduate college coordinator (no role for the Program Director?) and forwarded to the UCF College of Graduate Studies for status change.~~

Doctoral students admitted to candidacy are expected to enroll in dissertation hours and to devote full-time effort to conducting their dissertation research and writing the required dissertation document. Students in doctoral candidacy must continuously enroll in at least three hours of dissertation course work (XXX 7980) each semester (including summer) until the dissertation is completed.

## **Candidacy Examination**

The purpose of the Candidacy Examination is for the student to demonstrate knowledge of the field ~~(is this really what candidacy is about? ... a strong foundation of knowledge within the specific discipline and ability and preparation for independent scholarly research)~~, including theory, bibliography, ~~and~~ research methodology, and some preliminary research, when appropriate. The examinations ~~must be written (have a written component)~~ and should be based on the student's plan of study; it also and may be include an oral presentation defense of a written report or dissertation proposal. ~~Written examinations are administered and established on campus by the student's Doctoral Committee in coordination with the college (?program?).~~ All written original examination materials will be kept in the student's file in the program.

## **Dissertation Defense:**

The dissertation defense is an oral presentation and defense of the written dissertation describing the student's research. The advisory committee will evaluate and judge the dissertation defense. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study.

Policy Committee Meeting  
October 20, 2008

Course category definitions:

Note: Please see Policies for limits on hours that can be applied to degrees.

Independent Study (XXX 6908)

A course of study created outside of the standard-format **classroom-style** courses offered by the University. Independent Study must have a formally-defined core of knowledge to be learned by the student(s). A written contract that clearly delineates the core of knowledge to be learned by the student(s) must be drafted and signed by both the student(s) and the instructor prior to the approval of enrollment in Independent Study.

Directed Research (XXX 6918) – **graduate** level research/scholarly work

Research hours taken at the **graduate** level. These can include laboratory rotations in addition to standard research and scholarly endeavors directed toward completion of a project, a thesis, **or a dissertation.**

Doctoral Research (XXX 7919) – doctoral level research/scholarly work

Research hours at the doctoral level taken prior to passing candidacy. These can include laboratory rotations, preparation for candidacy exams, or standard research and scholarly endeavors directed toward completion of a project or a dissertation.

Doctoral Dissertation (XXX 7980)

Research or scholarly hours taken after advancement to candidacy **directed toward completion of a dissertation.**

Thesis (XXX 6971/ XXX 6973)

**Research hours taken to satisfy a thesis requirement.**

“Courses”

Enrollment hours with an official class number, which can include classroom-style classes, research hours, or training hours.

“Classroom-style” courses

**Existing UCF courses that involve standard class instruction of a defined body of disciplinary knowledge. These courses involve interactions between a formal course instructor and the students that make up the class, and can be traditional, face-to-face courses or web-based courses. Such classes include both core/required courses as well as electives, but are distinguished from Independent Study (XXX 6908) and the various categories of individualized research and scholarly courses.**

Core/Required courses

Courses that cover a certain body of knowledge central to a program of study. These courses must be taken to fulfill degree requirements, and may only be substituted by equivalent formal coursework.



## Graduate Council Policy Committee

### Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) the Policy Committee submits to Faculty Senate Steering Committee for approval; 4) the Faculty Senate Steering Committee submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request:  new  modification  deletion

Policy Reference No.: \_\_\_\_\_ Year Submitted: \_\_\_\_\_

Intent of Policy:

Version: \_\_\_\_\_  Final: \_\_\_\_\_  Draft: \_\_\_\_\_

Date sent to Faculty Senate Steering Committee: \_\_\_\_\_

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

### Approval Signatures

Graduate Council Policy Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Senate Steering Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Senate:  clarification of policy only \_\_\_\_\_ Date: \_\_\_\_\_

Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_