

Graduate Policy Committee
December 4, 2008
10:00 a.m., MH 327

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from 11/13/2008
- 3) Meeting time for next semester: continue meeting on Thursdays at 10:00?
- 4) Review of updated Program Requirements document
- 5) Discussion of transfer credit policy; input on establishing a time limit on assignment of transfer credit
- 6) Adjournment

Policy Updates

For upcoming meeting: 12/04/08

Course Category Definitions

1. included internship definition.
2. made minor alterations suggested by the committee in course category definitions document.
Created Policy Tracking Form for submission to Chair of the Faculty Senate Steering Committee.
3. created Policy Tracking Form (09-1.1) (in the format: Academic Year-Policy#.Official Version#).

Program Policies

Recent changes:

Master's:

1. Independent Study: removed language about restrictions on the number of courses, leaving only the restriction on the number of SCH.
2. Full-time enrollment in thesis hours: removed "or research report related activity" from the description of what qualifies for full-time thesis hours - Office of Financial Assistance will not allow descriptions other than thesis hours.

Doctoral:

1. Independent Study: removed the separate section on Ind. Study; included a restriction on the use of Ind. Study from being used to fulfill the 27 SCH formal coursework requirement.
2. Admission to Candidacy: added "or another appropriate committee appointed by the program." to extend the phrase "The exam is administered by the members of the student's advisory committee ..."
3. Candidacy Examination: removed the phrase "and should be based on the plan of study".

Master's Program Policies

Program Requirements

The program requirements for a master's degree may include core and elective courses, seminars, independent study, directed research, and thesis research. A minimum of 30 semester hours of post-baccalaureate, graduate 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 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~~ master's degree, at least 24 semester hours of core and elective courses must be earned exclusive of thesis and research. 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 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) may be taken, 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

~~After completion of regular core and elective courses,~~ Master's level students ~~who wish to~~ may be considered full-time ~~and who if they enrolled for at least three semester credit hours of thesis 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~~ 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.

Program Requirements

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 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 courses, 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 with a grade of "C-" or higher may be used to satisfy degree requirements. A university-wide minimum of at least 27 hours of formal coursework exclusive of Independent Study (XXX 6908) is required for all doctoral programs; although some programs require a greater number of formal coursework hours. 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. 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.

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.

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~~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

~~A s~~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 or another appropriate committee appointed by the program. 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).

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 a strong foundation of knowledge within the specific discipline, and the ability and preparation ~~for to conduct~~ independent scholarly research. ~~The committee may examine; a broad range of appropriate capabilities, including including~~ theory, bibliography, research methodology, and ~~some the evaluation of~~ preliminary research, when appropriate. The examination must have a written component ~~and should be based on the student's plan of study~~; it also may include an oral defense of a written report or dissertation proposal. All written examination materials will be kept in the student's file in the program.

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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.

UCF Transfer Policy

from Graduate Catalog 2008-2009

Transfer of credit toward a Master's degree:

Master's transfer credits typically consist of hours completed at a regionally accredited institution (including UCF) or recognized international institutions BEFORE a student is given graduate status in his/her master's program at UCF. 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 provided they are seven or less years old unless part of an earned master's degree. Except as noted in the bullets below, no more than a combined total of nine semester hours of credits may generally be transferred into a master's program of study. The acceptance of transfer credits must be recommended by the program director of the student's major. Students may petition their program department for exceptions to the limits given below. Transfer course work for master's programs may come from any of the following sources, with the limitations noted:

- Work taken as an undergraduate student 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. The use of these hours of graduate course work in a graduate program of study is at the discretion of the graduate 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 also 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. (See also the section on Senior Scholars.)
- Work taken as a graduate student at other regionally accredited or recognized international institutions. Students with international transfer credit may be required to obtain a WES evaluation. No more than nine semester hours of graduate course work and no undergraduate course work may be transferred into a graduate program from other regionally accredited institutions or recognized international institutions.
- Work taken while in graduate status at UCF. No more than nine semester hours of graduate credit may be transferred into the graduate program from UCF course work taken while in nondegree status. Similarly, no more than nine semester hours of graduate course work may be transferred into the graduate program from courses taken as part of another graduate degree earned at UCF. For those students who may have completed graduate-level courses taken while in graduate status in another major at UCF where a degree was not earned, up to 9 hours of graduate course work may be credited toward a new degree program with the consent of the new program. Decisions regarding the appropriateness and acceptance of such credits into a program are at the discretion of the program into which transfer is requested. All of the hours taken in a graduate certificate program can be used in a graduate degree program with the consent of the program. These hours are not subject to the nine-hour limit.
- Work taken as a Traveling Scholar. Students who wish to take graduate course work elsewhere while enrolled as a student at UCF must apply and be accepted as a Traveling

Scholar. Graduate credits earned as a Traveling Scholar are considered "resident" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour limit. Consult the section on Traveling Scholars in the *Graduate Catalog* for more information.

Senior Scholars

UCF undergraduates who meet departmental eligibility requirements may enroll in UCF graduate courses and use them toward their undergraduate degree and their graduate program of study upon admission to a UCF graduate program. As Senior Scholars they are entitled to use up to nine graduate credit hours New! (more may apply for some accelerated programs) toward a UCF graduate degree or certificate, provided they have received advisement and written approval to do so from the graduate program director. This permission must be obtained before enrolling in the graduate courses. In addition to approval from the graduate program director, undergraduates must consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. The student must receive college and university approval to interrupt the residency requirement. The University Waiver Form can be obtained from the undergraduate department office. Tuition and fees for graduate-level courses are different from undergraduate courses, and it is the student's responsibility to consult with the [Office of Student Financial Assistance](http://finaid.ucf.edu/) (<http://finaid.ucf.edu/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

Transfer of credit toward a Doctoral degree:

Graduate programs are permitted to transfer up to 9 graduate hours (including Senior Scholar hours) that have not been applied to a previous graduate degree, or waive up to 30 hours of course work from a previously awarded master's degree. 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. 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.

Graduate programs are permitted to accept up to nine hours of graduate course work taken at UCF while an undergraduate student 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 seven-year rule as explained in the Continuous Attendance section of the *Graduate Catalog*. 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.