

Graduate Policy Committee
January 8, 2009
10:00 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from 12/4/2008
- 3) POS deadline
- 4) Transfer credit policies
 - a) general SCH per degree vs. separate consideration of formal coursework
 - b) transfer limits
 - c) UCF credits vs. non-UCF credits
- 5) Adjournment

Procedures to accompany new transfer policy:

- 1) Any transfer credit petitions must be submitted prior to the withdrawal deadline of the term prior to the expected graduation term.

UCF Transfer Policy

New Policy Draft: 09-X.1.1
from Graduate Catalog 2008-2009

Transfer of credit toward a Master's degree:

All transfer credits toward a Master's degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized by the end of the term prior to the term of expected graduation.


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  (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:

All transfer credits toward a Doctoral degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized prior to the end of the term prior to the expected graduation term.

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.