

Graduate Policy Committee
April 2, 2009
10:00 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of the minutes from 03/19/2009
- 3) Faculty Senate approved submissions! Minor recommended alterations
- 4) Update of thesis and dissertation advisory committee composition
- 5) Dual degree policies
- 6) Adjournment

Overview of Graduate Faculty version 09-5.2.1 changes

C.2.3: “No graduate student **at UCF** may teach **UCF** graduate courses”

Suggested by Program Review Cmt, to clarify the specific application to UCF students and UCF courses

B.1: “Tenured, tenure-earning, and **ranked faculty on multiyear contracts** are eligible for appointment to the Graduate Faculty.”

replace “UCF research faculty” with “ranked faculty on multiyear contracts”.

- UCF research faculty are all subsumed within ranked faculty on multiyear contracts
- Med Education faculty (COM) would be excluded without the change, since they are neither tenure-earning nor research faculty
- original intent of phrase was not intended to exclude these UCF faculty
- Excluded faculty:
 - adjuncts
 - instructors
 - non-faculty-level employees

C.3.3: “Members of the graduate faculty who are outside of the student’s program are eligible to serve as external members of a thesis or **doctoral** advisory committee.”

Teresa Dorman: the intended meaning, but the word was omitted

Thesis chairs decision: if no committee service experience is needed, alter to allow Associate Graduate Faculty to serve as chairs of thesis advisory committees.

Logical inconsistency:

Only Full GF can serve as a chair of either a thesis or dissertation cmt (B.3)

To serve as a chair of a thesis or dissertation cmt, ... [must be] full graduate faculty (C.4)

Previous experience ... is a prerequisite to serving as a chair of a doctoral dissertation cmt [but not a thesis cmt] (C.4.1)

Must have experience to be a Full GF; must be a Full GF to be a chair of a thesis cmt; therefore, must have experience to chair a thesis cmt

Overview of Graduate Faculty version 09-5.2.1a changes (fixes required status for thesis chairs)

B.2: “Associate graduate faculty may teach graduate courses, serve as members and co-chairs of thesis and dissertation committees, **and serve as chairs of thesis committees.**”

B.3: delete “advisor” language; restrict to chairing dissertation committee

C.4: Restructure

Overview of Transfer Policy version 09-4.2.1 changes

1) The general statement concerning evaluation of international transcripts was within the Master's section. This was moved to the General Policy section and the wording adjusted accordingly:

Previous:

- Work taken as a graduate student at recognized international institutions. Students with international transfer credit may be required to obtain a WES evaluation.

New:

“Students with international transfer credit from recognized international institutions may be required to obtain a WES evaluation.”

2) Clarify that up to all credits for one (but not more than one) UCF graduate certificate may be transferred into a master's degree.

University-Wide Qualifications for Participation in Graduate Education

The institution of the following set of guidelines and qualifications is intended to enhance graduate education at UCF and to certify the credentials of faculty who contribute to graduate programs. Graduate education requires the availability of highly competent individuals who possess specialized skills and who are willing to share their skills and knowledge. As the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities, appointments of faculty and staff members in more than one department, school, center/Institute, or college are encouraged as a way to further this objective.

Section A establishes the role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

Section B establishes the appointment and roles of Graduate Faculty and Graduate Faculty Scholars.

Section C establishes the qualifications for the various faculty roles in graduate education.

Section D establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.

Section E establishes responsibilities for the various members of dissertation advisory committees.

Programs may set higher qualification standards or additional requirements.

A.1: Graduate Program Committees

Each graduate program will be administered by a graduate program committee consisting of faculty members who participate in the program. An active graduate program committee is required for each graduate program in order to provide program oversight and to ensure that the qualifications of contributing individuals are appropriate for participation in graduate education. Graduate program committee members are appointed in accordance with established department/school procedures and the qualifications established in this document.

A.2: Qualifications for Serving on Graduate Program Committees

Faculty members who are tenured or tenure-earning and who are members of the Graduate Faculty may serve on graduate program committees. The graduate program director will be the chair of the graduate program committee. Only graduate program committee members with Full Graduate Faculty status may vote on appointments to the level of full graduate faculty.

B.1: The Graduate Faculty

The Graduate Faculty will comprise Full Graduate Faculty and Associate Graduate Faculty members. The Graduate Faculty teach graduate courses, serve as members of thesis and dissertation committees, and serve as faculty advisors for thesis and dissertation students and chairs of student advisory committees. Tenured, tenure-earning, and [UCF research faculty](#)[ranked faculty on multiyear contracts](#) are eligible for appointment to the Graduate Faculty.

Appointment to the Graduate Faculty will be determined by the graduate program committee that is relevant to the graduate education duties of each individual faculty member. Newly hired tenured, tenure-earning, and [ranked faculty on multiyear contracts](#) [UCF research faculty](#) may have their qualifications to

serve as graduate faculty reviewed as part of the search and appointment process. All Graduate Faculty are appointed with the consent of the Dean of the College of Graduate Studies. Appointments remain in effect until the next university graduate program review, or until individually reconsidered by the graduate program committee or Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program.

B.2: Associate Graduate Faculty

Associate graduate faculty may teach graduate courses, ~~and~~ serve as members and co-chairs of thesis and dissertation committees, and serve as chairs of thesis committees.

B.3: Full Graduate Faculty

Full graduate faculty may serve in any of the roles of associate graduate faculty, and, in addition, may serve as a ~~faculty advisor for a thesis or dissertation student and~~ chair of a thesis or dissertation advisory committee.

B.4: Graduate Faculty Scholars

UCF courtesy appointees and other qualified individuals may serve as graduate faculty scholars in temporary graduate faculty roles confined to specific, well-defined graduate faculty assignments. Graduate faculty scholars play important roles in graduate education at UCF, but their status as graduate faculty scholars is distinct from that of the Graduate Faculty. Appointment of graduate faculty scholars will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. Graduate faculty scholars may serve as outside members of thesis or dissertation committees, where appropriate, for the purpose of bringing specific disciplinary knowledge to the committee. Graduate faculty scholars may not be involved in funding the research being conducted by a graduate student nor have a monetary interest in the outcome of the research.

In instances deemed appropriate by the graduate program committee, graduate faculty scholars may serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees.

It is expected that graduate faculty scholars will attend the various committee meetings associated with serving as a member of a thesis or dissertation committee and will have the means to be present at the final oral defense.

C.1: Qualifications - General

1. The graduate program committee will review and approve the qualifications of individuals to be appointed as members of the Graduate Faculty or as graduate faculty scholars. The department chair/unit director must approve these appointments after the review and approval of the individual's credentials by the graduate program committee.
2. For individuals in the process of obtaining a terminal degree, certification by the College of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

C.2: Qualifications to Teach Graduate Courses

Individuals must be approved to teach graduate level courses (5000 or above) by the department chair/unit director after a review and approval of the individual's credentials by the graduate program committee.

1. Faculty approved to teach graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline, and demonstrate a high level of competence in teaching and scholarship.
2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.
3. No graduate student at UCF may teach UCF graduate courses.
4. Graduate faculty scholars are eligible to teach graduate level courses provided they meet the above list of qualifications and their course assignments are recommended by the graduate program committee and approved by the department chair/unit director.

C.3: Qualifications to Serve as a Member of an Advisory Committee

To serve as a member of a thesis or dissertation advisory committee, including the position of co-chair, individuals must be approved by the graduate program committee as graduate faculty or graduate faculty scholars with the consent of the Dean of the College of Graduate Studies.

Graduate faculty and graduate faculty scholars are expected to meet the following criteria to serve as a member of a thesis or dissertation advisory committee:

1. Evidence of current interest and involvement in scholarly research or creative productivity, and national or international recognition of such work. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis or dissertation, or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the graduate program committee.
3. Members of the graduate faculty who are outside of the student's program are eligible to serve as external members of a thesis or doctoral advisory committee. Co-chairs, however, must be approved by the graduate program committee of the student's program.

C.4: Qualifications for Serving as a Chair of a Thesis or Dissertation Advisory Committee

To serve as the chair of a thesis or dissertation advisory committee, individuals must have an appointment in the program; ~~must be approved by the graduate program committee to serve as full graduate faculty~~, and must meet all of the above qualifications to serve as members and co-chairs of thesis or dissertation advisory committees. In addition:

1. Chairs of thesis advisory committees must be approved by the graduate program committee to serve as associate graduate faculty or full graduate faculty.
2. Chairs of dissertation advisory committees must be approved by the graduate program committee to serve as full graduate faculty.

4.3. Previous experience in serving as a member or co-chair of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.

2.4. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.

Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

D.1: Re-evaluation of Graduate Faculty Status

Individual qualifications for serving as graduate faculty will be re-evaluated by the graduate program committee at the time of the periodic university program review, or sooner, as deemed appropriate by the graduate program committee or at the request of the Dean of the College of Graduate Studies. At that time, individuals must re-submit their credentials to the graduate program committee if they wish to have their appointment renewed.

D.2: Guidelines for a Thesis or Dissertation Advisory Committee Member Who Leaves UCF

A dissertation advisory committee member who leaves UCF may be eligible to continue serving on the committee as a graduate faculty scholar with the approval of the graduate program committee.

D.3: Guidelines for a Thesis or Dissertation Advisory Committee Chair Who Leaves UCF

In the event that a chair of a thesis or dissertation advisory committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation advisory committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
2. If one calendar year has passed since the faculty member left UCF and the advisee has not yet completed the degree requirements, the departed faculty member may continue to serve as co-chair of the thesis or dissertation advisory committee as a graduate faculty scholar, with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

D.4.1: Faculty Emeriti

Emeritus faculty can continue to be members of the graduate faculty and can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

D.4.2: Retired Faculty

Graduate faculty who retire may continue service on advisory committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.1: Responsibilities of members of doctoral advisory committees

1. To meet at regular intervals at least once per year to: (i) discuss and approve the proposed dissertation research and the plans for carrying out research; and (ii) to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses.
2. To review Turn-It-In.com results from dissertation submittals.
3. To participate in the candidacy and/or dissertation prospectus examination. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
4. To participate in the dissertation defense to assure: (i) that the dissertation is acceptable as original research and a contribution to the discipline; and (ii) that it meets the standards of the University. No fewer than four faculty members, including all members of the advisory committee, shall be present with the student during the examination. Only members of the advisory committee may sign the dissertation, and a majority must approve of the dissertation. The dissertation defense must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.

E.2: Responsibilities of the chair (and co-chair) of doctoral advisory committees

1. In cooperation with the program director, to review the program of study, the research, and all other degree requirements by meeting with the student early in the program and immediately after appointment as chair/co-chair.
2. To suggest to the student possible committee members who could serve on the advisory committee. To establish timelines for the research, set expectations, and evaluate the student progress based upon these.
3. To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.
4. To review in a timely manner all written materials submitted by students and offer suggested revisions.
5. To meet once per year with the student and the dissertation advisory committee to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses. The chair shall write this letter and send it to the program director and the College of Graduate Studies after consultation with the advisory committee.
6. To coordinate the ongoing efforts of the committee as its chair, and to participate fully in the responsibilities of the committee members as a member of the advisory committee.
7. To chair the candidacy and/or dissertation prospectus examinations. The entire committee shall be present for the oral portion of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
8. To chair the dissertation defense, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

E.3: Responsibilities of the external committee member of a doctoral advisory committee

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.
3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.
4. Graduate faculty scholars are external members.

F.1: Exceptions to This Document

Appeal for exception to any part of this document shall be referred to the Vice Provost and Dean of the College of Graduate Studies.

University-Wide Qualifications for Participation in Graduate Education

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serve as graduate faculty reviewed as part of the search and appointment process. All Graduate Faculty are appointed with the consent of the Dean of the College of Graduate Studies. Appointments remain in effect until the next university graduate program review, or until individually reconsidered by the graduate program committee or Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program.

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2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.
3. No graduate student at UCF may teach UCF graduate courses.
4. Graduate faculty scholars are eligible to teach graduate level courses provided they meet the above list of qualifications and their course assignments are recommended by the graduate program committee and approved by the department chair/unit director.

C.3: Qualifications to Serve as a Member of an Advisory Committee

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Graduate faculty and graduate faculty scholars are expected to meet the following criteria to serve as a member of a thesis or dissertation advisory committee:

1. Evidence of current interest and involvement in scholarly research or creative productivity, and national or international recognition of such work. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis or dissertation, or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the graduate program committee.
3. Members of the graduate faculty who are outside of the student's program are eligible to serve as external members of a thesis or doctoral advisory committee. Co-chairs, however, must be approved by the graduate program committee of the student's program.

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1. Previous experience in serving as a member or co-chair of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.

2. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.

Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

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Individual qualifications for serving as graduate faculty will be re-evaluated by the graduate program committee at the time of the periodic university program review, or sooner, as deemed appropriate by the graduate program committee or at the request of the Dean of the College of Graduate Studies. At that time, individuals must re-submit their credentials to the graduate program committee if they wish to have their appointment renewed.

D.2: Guidelines for a Thesis or Dissertation Advisory Committee Member Who Leaves UCF

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In the event that a chair of a thesis or dissertation advisory committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation advisory committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
2. If one calendar year has passed since the faculty member left UCF and the advisee has not yet completed the degree requirements, the departed faculty member may continue to serve as co-chair of the thesis or dissertation advisory committee as a graduate faculty scholar, with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

D.4.1: Faculty Emeriti

Emeritus faculty can continue to be members of the graduate faculty and can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

D.4.2: Retired Faculty

Graduate faculty who retire may continue service on advisory committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.1: Responsibilities of members of doctoral advisory committees

1. To meet at regular intervals at least once per year to: (i) discuss and approve the proposed dissertation research and the plans for carrying out research; and (ii) to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses.
2. To review Turn-It-In.com results from dissertation submittals.
3. To participate in the candidacy and/or dissertation prospectus examination. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
4. To participate in the dissertation defense to assure: (i) that the dissertation is acceptable as original research and a contribution to the discipline; and (ii) that it meets the standards of the University. No fewer than four faculty members, including all members of the advisory committee, shall be present with the student during the examination. Only members of the advisory committee may sign the dissertation, and a majority must approve of the dissertation. The dissertation defense must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.

E.2: Responsibilities of the chair (and co-chair) of doctoral advisory committees

1. In cooperation with the program director, to review the program of study, the research, and all other degree requirements by meeting with the student early in the program and immediately after appointment as chair/co-chair.
2. To suggest to the student possible committee members who could serve on the advisory committee. To establish timelines for the research, set expectations, and evaluate the student progress based upon these.
3. To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.
4. To review in a timely manner all written materials submitted by students and offer suggested revisions.
5. To meet once per year with the student and the dissertation advisory committee to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses. The chair shall write this letter and send it to the program director and the College of Graduate Studies after consultation with the advisory committee.
6. To coordinate the ongoing efforts of the committee as its chair, and to participate fully in the responsibilities of the committee members as a member of the advisory committee.
7. To chair the candidacy and/or dissertation prospectus examinations. The entire committee shall be present for the oral portion of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
8. To chair the dissertation defense, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

E.3: Responsibilities of the external committee member of a doctoral advisory committee

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.
3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.
4. Graduate faculty scholars are external members.

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UCF Thesis and Dissertation Advisory Committee Composition

Revised Policy Draft: 09-6.1.2

~~Current Graduate Catalog Content: 2008-2009~~

Thesis Advisory Committee Composition

A student writing a thesis must have a Thesis Advisory Committee consisting of at least three members, who are approved members of the Graduate Faculty or Graduate Faculty Scholars ~~graduate faculty with qualifications to serve on thesis committees~~ (www.graduate.ucf.edu/CurrentGradCatalog/content/gradfaculty/). This committee will recommend to the Dean of the college regarding the student's program of study, provide continual guidance for the student, and be the principal mechanism for the evaluation of the student's thesis and performance in any general examinations. At least two members of the Thesis Advisory Committee must be Graduate Faculty, who are approved by the Graduate Program Committee ~~qualified regular faculty members from the student's department (or college, if a college-wide program) at UCF,~~ one of whom must serve as the chair of the committee. Graduate Faculty Scholars ~~Adjuncts, visiting faculty members, courtesy appointees, or qualified individuals from outside the university~~ may serve as a member or co-chair of a thesis advisory committee if approved by the Graduate Program Committee ~~otherwise qualified~~, but may not serve as the chair.

Program areas may specify additional committee membership beyond the minimum of three. ~~Qualifications of additional members must be equivalent to that expected of UCF faculty members~~ These committee members must also be approved members of the Graduate Faculty or Graduate Faculty Scholars. ~~UCF faculty~~ Graduate Faculty members must form the majority of any given committee. Additional information regarding the criteria for serving as a member, co-chair, or chair of a Thesis Advisory Committee is provided in the 2008-2009 policy update to the UCF Faculty Senate Resolution 2004-2005-3 Regarding Minimum Qualifications for Participating in Graduate Education.

Committee membership must be approved by the department chair or unit director, and if applicable, by the Dean or designee of ~~the~~ academic college. All members must be in fields related to the thesis topic. The UCF College of Graduate Studies reserves the right to review appointments to a Thesis Advisory Committee, place a representative on any Thesis Advisory Committee, or appoint a co-chair. A student may request a change in membership of the Thesis Advisory Committee by consulting their program director.

All committee members vote on acceptance or rejection of the thesis proposal and the final thesis. The thesis proposal and final thesis must be approved by a majority of the committee.

Dissertation Advisory Committee Composition

Doctoral students must have a Dissertation Advisory Committee prior to the Candidacy Examination. The Committee will consist of a minimum of four members, who are approved members of the Graduate Faculty or Graduate Faculty Scholars (www.graduate.ucf.edu/CurrentGradCatalog/content/gradfaculty/) ~~graduate faculty approved for doctoral advisory committee membership. See the Graduate Faculty section for a list of those approved faculty members.~~ At least three members must be Graduate Faculty who are approved by the Graduate Program Committee ~~qualified regular faculty members from the student's department (or college, if a college-wide program) at UCF~~, one of whom must serve as the chair of the committee. One member must be from either outside the student's department at UCF (or college, if a college-wide program) or outside the university.

~~Graduate Faculty Scholars, Adjuncts, visiting faculty members, and outside scholars~~ may serve as a member or co-chair of a dissertation advisory committee, but may not serve as the chair. ~~One of the co-chairs must satisfy faculty qualifications for serving as a chair of a dissertation advisory committee. The other co-chair must satisfy the minimum requirements for serving as a member of a dissertation advisory committee. A member from outside the university may serve as co-chair without being appointed as an adjunct or visiting faculty member provided that all other membership requirements are met.~~ Graduate

Program ~~areas~~ Committees may specify additional advisory committee membership beyond the minimum of four. These additional advisory committee members must also be approved members of the Graduate Faculty or Graduate Faculty Scholars. Graduate Faculty Qualifications of additional members must be equivalent to that expected of UCF faculty members. ~~UCF faculty~~ members must form the majority of any given committee. Additional information regarding the criteria for serving as a member, co-chair, or chair of a Dissertation Advisory Committee is provided in the 2008-2009 policy update to the UCF Faculty Senate Resolution 2004-2005-3 Regarding Minimum Qualifications for Participating in Graduate Education.

Committee membership must be approved by the department chair or unit director, and if applicable, by the Dean or designee of ~~the~~ academic college. All members must be in fields related to the dissertation topic. The UCF College of Graduate Studies reserves the right to review appointments to a dissertation advisory committee, place a representative on any dissertation advisory committee, or appoint a co-chair. A student may request a change in membership of the dissertation advisory committee.

All members vote on acceptance or rejection of the dissertation proposal and the final dissertation. The dissertation proposal and final dissertation must be approved by a majority of the committee.

University of Michigan Catalog Copy

2.3 Dual Degree Programs

Rackham provides a number of arrangements for students to pursue two degrees simultaneously. Dual degree programs lead to two different degree citations on the transcript and two separate diplomas. Dual degree programs are sponsored by two graduate (or professional) departments, programs, or schools, at least one of which is affiliated with the Rackham Graduate School. These combine master's programs, master's and doctoral programs, and non-Rackham professional degree programs with Rackham master's and doctoral programs. The purpose of a dual degree program is to allow students to undertake complementary programs of graduate study simultaneously through streamlined curricular arrangements that allow double-counting of courses ([section 2.3.2](#)). Other dual program-specific information about minimum hours of credit hours required, credit hours that may be double counted, and awarding of degrees is available at [Dual/Joint Degree Programs](#). In addition, students should contact the graduate program(s) directly for more detailed information and additional program-specific requirements.

A student in a Rackham doctoral or master's program must complete at least one term of coursework in good academic standing in a regular Rackham program before requesting admission to a dual degree program ([section 1.3.12](#)). Students pursuing any combination of master's degrees must complete an "[Application for Change of Program or Dual Degree/Program](#)," and, with the exception of cases indicated below, submit the appropriate "[Dual Degree Course Elections](#)" form that lists all courses to be used toward the requirements of both programs.

2.3.1 Student-Initiated Dual Degree Programs

A student may seek arrangements for a dual degree program that is not among those already approved by Rackham, but may not propose a student-initiated single degree program. Student-initiated dual degree programs are reviewed on an individual basis and must be approved by the two graduate programs and Rackham.

Students may request dual degree programs in the following combinations:

- A doctoral degree in one field of specialization and a master's degree or certificate in another field. No dual degree election form is required for this combination.
- Two different master's programs.
- A master's and a Rackham certificate of graduate studies program. Students may overlap a certificate of graduate studies program with no more than one master's degree program.
- A degree in the Graduate School and a post-baccalaureate degree in a professional school of the University (e.g., MA and JD). Students must meet all requirements of both programs. If the units assess different tuition and fees for a term in which a student is taking courses in both units, the student will be charged at the higher rate.

See [section 2.3.2](#) for double counting.

2.3.2. Double Counting Credit Hours for Dual Degree Programs

Students in dual degree programs may double-count a limited number of credit hours toward the requirements of both degrees. Double counting of credit hours for two certificate programs is not allowed. To request double counting, a student must complete a "[Dual Degree Course Election Form](#)" no later than one term prior to completing the second degree. While double counting rules specific to each dual degree program are found on the [Dual/Joint Degree Programs](#), the following general guidelines apply:

- Double-counted courses must be taken within five years of the first date of enrollment of the current degree program.
- To preserve the integrity of each Rackham degree, at least half of the minimum required credit hours for each Rackham degree must be earned in the Rackham program under a Rackham registration, and counted solely for that degree. For example, a student enrolled in a 36-hour Rackham master's degree program may not apply more than a combination of 18 transfer and/or double-counted credit hours toward the Rackham program.
- A degree program may overlap with only one other program for the purpose of double-counting credit hours. In other words, credit hours may never be counted for three or more purposes. If a student seeks a third certificate or program, it must stand alone.
- Departments and programs may limit the double-counting of credit hours below the Rackham maximum, but may not allow double-counting above the Rackham limit. Some programs do not allow double-counting of credit hours.
- For students who are pursuing a doctoral degree and wish to use some credits earned in the doctoral program toward a master's degree in another field, faculty in the master's program will review the credits earned for the doctoral program to decide how many may apply toward the master's degree. No course numbered 990, 995 or with "doctoral," "dissertation," or "preliminary" in the title may be counted toward a master's degree.
- Courses that a doctoral student takes while registered in Rackham count toward the Required Fee Total requirements for doctoral degrees within the specified limits ([section 2.1.2.1](#)).

The maximum number of credit hours that may be double-counted for a dual degree program may be determined by adding the minimum number of hours required for each program and dividing by six. For example:

Minimum credit hours required for Degree A	30
Minimum credit hours required for Degree B	36
Total	66
Maximum number that may be double-counted	11

Any fraction resulting from these calculations must be rounded down to the nearest whole number of credit hours. Credit hours for a single course may not be split; a course must be double-counted in its entirety or not at all.

University of Illinois

A **dual degree** program is defined as one in which a student pursues two post-baccalaureate degrees simultaneously. In dual degree programs, students must complete all requirements for each degree, without overlap. With the approval of both departments, students would have the opportunity to integrate their studies rather than completing the degrees in series. A student pursuing two post-baccalaureate degrees simultaneously must be registered in each program for a minimum of 12 hours for at least one term, in order to obtain both degrees. Dual degree students may be enrolled in either program when they defend.

University of North Carolina, Charlotte

Dual Master's Degrees

In certain instances it may be possible for a student to obtain dual degrees in two master's programs through the development of an integrated curriculum. **It is important to remember that a dual master's degree requires a special arrangement and should be viewed as atypical to standard practice. No degree program is obligated to enter into such an arrangement.** Although other restrictions may apply, basic admission and degree requirements are specified below:

- 1) The student must apply to each program separately and be admitted to both. No admission requirements established by the Graduate School or by either individual program may be waived. For example, if one degree requires acceptable scores for the GRE and the other the MAT, the applicant must take each standardized exam to be considered for admission to both degrees.
- 2) Once admitted, the student must develop a suitable plan of study that is acceptable to both programs and to the Graduate School. **This plan of study must be done within the first semester of matriculation and in conjunction with both program coordinators or directors.** The plan of study must be forwarded to the Dean of the Graduate School for review and approval.
- 3) The student's advisory committee must have representation from both degree programs. If there is no advisory committee, the student must have two advisors; one from each program.
- 4) The number of required credit hours for both degrees must not be less than 75% of the total minimum hours required to complete each degree separately. For instance, if degree program X requires 30 credit hours and Y 30 credit hours, a proposed dual degree should at a minimum require 45 credit hours.

- 5) The coordinator or director of each degree must agree on which courses may be applied to both sets of graduation requirements.
- 6) The student must complete the capstone requirements for both programs. For example, if program X requires a written thesis and program Y requires a comprehensive exam, the student must meet both degree obligations.
- 7) If there is a compulsory qualifying exam in each curriculum, it may be possible for the student to take a single exam as long as the examination committee agrees that the assessment covers sufficient background information for each discipline. If only one program requires a qualifying exam, the student is obligated to take the exam.
- 8) If the student withdraws or is suspended from one of the participating programs, the dual degree arrangement is automatically nullified.
- 9) All standard policies relating to transfer of courses, time to degree, residency requirements, and minimum GPA required to graduate, apply to any dual degree arrangement.

Note: No dual degrees will be awarded retroactively.

University of Maryland

Dual Doctoral and Master's Degrees

Graduate students who are enrolled in a doctoral program in one department/program may enroll concurrently for a master's degree in a related area. Examples would be a doctoral student in PHYS enrolling concurrently for a masters in MATH or a doctoral student in ECON enrolling concurrently for a master's in BGMT.

The following rules govern the dual-enrollment process:

- The student must be in good academic standing.
- Both graduate departments/programs must agree to the dual-degree enrollment.
- The full degree requirements must be met in both programs.
- The same course cannot be applied to both programs.
- A written plan for the dual enrollment must be worked out between the two departments/programs regarding credits, advising, semester loads, etc. Copies of this plan must be placed in the student's file in each program and a copy sent to the Graduate School to be included in the student's records here.

Once the written plan is filed with the Graduate School, the student's doctoral program will be designated as the primary degree and the masters program will be designated as the secondary degree. Students and advisors should bear in mind that our present computer system has no way of knowing towards which degree a given course grade should be applied for purposes of computing the GPA. Therefore, students enrolled in dual-degree programs will only have an overall GPA, which reflects their combined performance in the two programs. We are unable to provide separate GPAs for the masters and doctoral components of the two programs. Students therefore should be advised that poor performance in their masters program would affect their overall GPA as it is calculated on their transcript.

Combined Bachelor's-Master's Programs

In a combined bachelor's/master's program, some graduate level courses initially taken for undergraduate credit may also be applied towards the graduate credit requirements for a master's degree program at the University of Maryland. A bachelor's/master's program may be developed for an individual student, or it may be a structured program.

Individual Student Bachelor's/Master's Program

A program may be developed by an individual student in consultation with his/her academic advisor. Such a program is available only to students whose academic performance is exceptional. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. The proposed program requires the approval of the Directors of both the undergraduate and the graduate programs involved and of the Dean for Undergraduate Studies and the Dean of the Graduate School . Normally no more than nine credits of graduate courses applied to the bachelor's degree may be counted also for graduate credit in an individual student's program. Courses to be double-counted must be at the 600 level or above and must be passed with at least a "B" grade. Individual study courses, internships, or courses given as credit by examination are not eligible. The credits to be double-counted will be designated as applicable to the graduate program of study after the student receives the bachelor's degree and matriculates in the Graduate School .

Structured Bachelor's/Master's Program

A structured bachelor's/master's program is a clearly defined curriculum combining an existing undergraduate program and an existing master's program at the University of Maryland, offered by the same or by different departments. It is designed for students whose academic performance is exceptional and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. A proposal for such a program should be submitted by the colleges housing the academic programs concerned and requires the approval of the Graduate Council, the Dean of the Graduate School , the Senate PCC Committee, and the President.

Necessary features of a structured bachelor's/master's program include the following:

- Specific requirements for admission to the combined program that speak to the exceptional performance of the students to be admitted. At a minimum, students accepted for the program must be clearly admissible to the graduate program portion.
- The program should be designed so as not to unduly delay the completion of the bachelor's degree. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.
- All requirements of the bachelor's program and of the master's program must be completed before the student may receive both degrees. Where appropriate, graduate courses taken while an undergraduate may substitute for courses required in the undergraduate major program.
- The students may be offered deferred admission to the Graduate School at the end of the junior year program, subject to completion of the senior year program in a timely fashion and with a specified level of achievement. Formal admission to the Graduate School will require completion of all requirements for the bachelor's degree.
- The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate School .

A structured bachelor's/master's program may normally include up to nine credits of graduate level courses that are counted both for the bachelor's program and the master's program. More than nine double-counted credits may be allowed if both of the following conditions are satisfied:

- The additional graduate credits applied to the undergraduate program do not unduly limit the breadth of the student's experience through premature specialization.

- The master's program requires more than thirty credits.
-

University of Wisconsin

Double Degrees [[back to the index](#)]

A double degree is two same level - master's or doctoral degrees - from two separate graduate majors and can be earned at either the master's or doctoral level. Students may apply for an additional major at the time of original application, or add a major at any time during their enrollment at UW-Madison.

To receive a double degree students must:

- Be admitted to both programs.
- Complete the specific degree requirements for each major.
- Fulfill the Graduate School's minimum credit requirement for each degree.
- Have no more than a 25% credit overlap between degrees.
- Have an advisor from each major.

Approval of the double degree:

At the time of graduation, each department/program will submit to the Graduate School a list of the courses being used to satisfy that department's/program's requirements. Some departments/programs have a standard double degree form that may be substituted. In both formats, the advisors must sign the course lists as indication of approval. The Graduate School will review the course lists for credit overlap between degrees.

International students must contact International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044, before adding a second degree program.

For additional information, contact the Graduate School's Office of Admissions and Academic Services, 217 Bascom Hall, 262-2433, gsacserv@bascom.wisc.edu.

See [Addition/Change of Major](#), [Change of Degree Level](#), [Dual Degrees](#), [Joint Degrees](#), [Minimum Credit Requirement](#), [International Students Maintaining Legal Status](#).

Joint Degrees [[back to the index](#)]

A joint degree consists of one graduate degree with two majors. Students can earn a joint master's or a joint doctorate. Joint degrees are relatively rare. To apply for a joint degree a student must submit a proposal for the degree to the Graduate School along with an

Application for [Change of Major/Addition of Major](#) for Currently Enrolled Student, . A student must be admitted to the second major. The Graduate School academic associate deans review all such proposals.

Students must submit the proposal before they complete the course work and no later than the beginning of their second year of graduate study. Some programs have already obtained prior Graduate School approval for joint degree programs (for example, the School of Business). If a student's program has prior approval, they do not need to submit a proposal to the Graduate School. Some programs have a joint degree form that a student can submit instead of the proposal.

The joint degree proposal should address the following issues:

- Reasons for seeking a joint degree, rather than following the traditional major/minor curriculum.
- Course work necessary to satisfy each major program's requirements.
- Each program involved must stipulate the required content of its portion of the degree requirements in the proposal (for example, preliminary exam arrangements for the Ph.D.).

To receive a joint degree, students must:

- Be admitted to both majors, with approval of their proposal from both programs.
- Complete the degree requirements in each major as outlined in the proposal.
- Fulfill the Graduate School's minimum credit requirement.
- Be recommended for the degree by the faculty co-chairs/advisors from each major.

For further details about joint degrees, contact the Graduate School Office of Admissions and Academic Services, 217 Bascom Hall, 262-2433, gsacserv@bascom.wisc.edu.

A dual degree is two degrees, one of which is granted in a graduate major, and the other in a professional school (e.g., MD, JD, DVM, DPharm, MPH).

To receive a dual degree students must:

- Be admitted to both programs.
- Complete the specific degree requirements for each school.
- Fulfill the Graduate School minimum credit requirement for the graduate degree.

Tuition is determined by a combined fee schedule table. Assessed fees are roughly halfway between graduate fees and professional fees. Credit limits each semester coincide with the professional schools' higher credit maximums. For additional information, contact the Graduate

School's Office of Admissions and Academic Services, 217 Bascom Hall, 262-2433,
gsacserv@bascom.wisc.edu.

Dual Degree Programs

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Dual degree programs lead to two different degree citations on the transcript and two separate diplomas. These combine master's programs, master's and doctoral programs, and professional degree programs. The purpose of a dual degree program is to allow students to undertake complementary programs of graduate study simultaneously through streamlined curricular arrangements that allow double-counting of courses.

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A student in a doctoral or master's program must complete at least one term of coursework in good academic standing in a regular graduate program before requesting admission to a dual degree program. The student must apply to each program separately and be admitted to both. No admission requirements established by the Graduate School or by either individual program may be waived. For example, if one degree requires acceptable scores for the GRE and the other does not require it, the applicant must take the standardized exam to be considered for admission to both degrees.

Once admitted, the student must develop a suitable plan of study that is acceptable to both programs and to the Graduate College. **This plan of study (completed on Dual Degree Form) must be done within the first semester of matriculation and in conjunction with both program directors.** The plan of study must be forwarded to the Dean of the Graduate College for review and approval.

The student's advisory committee must have representation from both degree programs. If there is no advisory committee, the student must have two advisors; one from each program. The number of required credit hours for both degrees must not be less than 75% of the total minimum hours required to complete each degree separately. For instance, if degree program X requires 30 credit hours and Y 30 credit hours, a proposed dual degree should at a minimum require 45 credit hours.

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Students may request dual degree programs in the following combinations:

- A doctoral degree in one field of specialization and a master's degree or certificate in another field. No dual degree election form is required for this combination.
- Two different master's programs.
- A master's and a graduate certificate program. Students may overlap a certificate of graduate studies program with no more than one master's degree program.
- A degree in the Graduate College and a post-baccalaureate degree in a professional school of the University (e.g., MD). Students must meet all requirements of both programs. If the units assess different tuition and fees for a term in which a student is taking courses in both units, the student will be charged at the higher rate.

Double Counting Credit Hours for Dual Degree Programs

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Students in dual degree programs may double-count a limited number of credit hours toward the requirements of both degrees. Double counting of credit hours for two graduate certificate programs is not allowed. To request double counting, a student must complete a "[Dual Degree Course Election Form](#)" no later than one term prior to completing the second degree. While double counting rules specific to each dual degree program are found on the [Dual/Joint Degree Programs](#), the following general guidelines apply:

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- Double-counted courses must be taken within five years of the first date of enrollment of the current degree program.
- The same course cannot be applied to both programs, except for the formal double-counting.
- To preserve the integrity of each graduate degree, at least half of the minimum required credit hours for each degree must be earned in the program, and counted solely for that degree. For example, a student enrolled in a 36-hour master's degree program may not apply more than a combination of 18 transfer and/or double-counted credit hours toward the program.
- A degree program may overlap with only one other program for the purpose of double-counting credit hours. In other words, credit hours may never be counted for three or more purposes. If a student seeks a third certificate or program, it must stand alone.
- Departments and programs may limit the double-counting of credit hours below the university maximum, but may not allow double-counting above the university limit. Some programs do not allow double-counting of credit hours.
- For students who are pursuing a doctoral degree and wish to use some credits earned in the doctoral program toward a master's degree in another field, faculty in the master's program will review the credits earned for the doctoral program to decide how many may apply toward the master's degree. Only formal coursework may be used and counted toward a master's degree.

The maximum number of credit hours that may be double-counted for a dual degree program may be determined by adding the minimum number of hours required for each program and dividing by six. For example:

Minimum credit hours required for Degree A	30
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Minimum credit hours required for Degree B	36
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Total	66
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Maximum number that may be double-counted	11
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Any fraction resulting from these calculations must be rounded down to the nearest whole number of credit hours. Credit hours for a single course may not be split; a course must be double-counted in its entirety or not at all.

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OR

The number of required credit hours for both degrees must not be less than 75% of the total minimum hours required to complete each degree separately. Therefore, no more than 25% of the credits may overlap between the two degrees. For instance, if degree program X requires 30 credit hours and Y 30 credit hours, a proposed dual degree should at a minimum require 45 credit hours.

International students must contact the International Services Center before adding a second degree program.

Students must complete the full degree requirements for both degree programs.

The student must complete the capstone requirements for both programs. For example, if program X requires a written thesis and program Y requires a comprehensive exam, the student must meet both degree obligations.

If there is a compulsory qualifying exam in each curriculum, it may be possible for the student to take a single exam as long as the examination committee agrees that the assessment covers sufficient background information for each discipline. If only one program requires a qualifying exam, the student is obligated to take the exam.

If the student withdraws or is suspended from one of the participating programs, the dual degree arrangement is automatically nullified.

All standard policies relating to transfer of courses, time to degree, residency requirements, and minimum GPA required to graduate, apply to any dual degree arrangement.

Note: No dual degrees will be awarded retroactively.

Student Scholar Program

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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. Such a program is available only to students whose academic performance is exceptional. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits.

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As Senior Scholars they ~~are may 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 ~~and undergraduate~~ program directors. This permission must be obtained before enrolling in the graduate courses. ~~Courses to be double-counted must be at the graduate level and must be passed with at least a "B-" grade. Only formal coursework, exclusive of independent study, may be taken and double-counted. The credits to be double-counted will be designated as applicable to the graduate program of study after the student receives the bachelor's degree and matriculates in the Graduate College. 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.~~

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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.

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Accelerated Bachelor's/Master's Programs

An accelerated bachelor's/master's program is a clearly defined curriculum combining an existing undergraduate program and an existing master's program at the University, offered by the same or by different departments. It is designed for students whose academic performance is exceptional and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. A proposal for such a program should be submitted by the colleges housing the academic programs concerned and requires the approval of the Graduate Council, the Dean of the Graduate College, and the Provost.

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Necessary features of an accelerated bachelor's/master's program include the following:

- Specific requirements for admission to the combined program that speak to the exceptional performance of the students to be admitted. At a minimum, students accepted for the program must be clearly admissible to the graduate program portion.
- The program should be designed so as not to unduly delay the completion of the bachelor's degree. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.
- All requirements of the bachelor's program and of the master's program must be completed before the student may receive both degrees. Where appropriate, graduate

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courses taken while an undergraduate may substitute for courses required in the undergraduate major program.

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- The students may be offered deferred admission to the Graduate College at the end of the junior year program, subject to completion of the senior year program in a timely fashion and with a specified level of achievement. Formal admission to the Graduate College will require completion of all requirements for the bachelor's degree.

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- The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate College.

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An accelerated bachelor's/master's program may normally include up to nine credits of graduate level courses that are counted both for the bachelor's program and the master's program. More than nine double-counted credits may be allowed if both of the following conditions are satisfied.

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- The additional graduate credits applied to the undergraduate program do not unduly limit the breadth of the student's experience through premature specialization.
- The master's program requires more than thirty credits.

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What about Joint Degrees – we don't have any now – do we want to think about this?

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