

**Graduate Policy Committee  
April 16, 2009  
10:00 a.m., MH 243**

**AGENDA**

- 1) Welcome and call to order
- 2) Approval of the minutes from 04/02/2009
- 3) Dual degree policy
- 4) Certificate programs review
- 5) Adjournment

## Dual Degree Questions

Policy Cmt  
4/16/09

1. Apply directly to a dual degree program vs. apply after successful 1 term in one
2. Allow student-initiated dual degrees? CoGS reviews the POS?
3. Include certificates in dual degree policies? (there is separate policy for certificates)
4. Max amt of double-counted hours: 25% or 1/6 of total (17%)
5. Contemporaneous degree awarding?
6. Time limit for double-counted courses? 5 years?
7. Assigning credit and fees
8. Some basic assumptions:
  - a. Min 50% of grad degree must not be double counted or transferred
  - b. Master's along the way not considered dual degree
9. Include joint degree policies?

Graduate Certificate Report 2008-2009  
3-Year Rolling Review (1999, 2002, 2005)

College	Program	Term_Establ ished	2008 Apps	2008 Admits	2008 New Enroll	2008 Total Enroll	2008 Grads	2007 Apps	2007 Admits	2007 New Enroll	2007 Total Enroll	2007 Grads	2006 Apps	2006 Admits	2006 New Enroll	2006 Total Enroll	2006 Grads
CAH	Engl - Prof Writing - Cert	Fall 1998	30	24	17	31	5	29	27	17	28	9	32	29	19	27	
CAH	Gender Studies - Cert	Fall 1999	6	5	4	10		9	8	5	11	3	3	3	2	9	1
CAH	Arts Management Cert	Fall 2001											4	4	4	12	10
CAH	Theoret & App Ethics Cert	Fall 2002	1	1	1	2		1	1	1	2		1	1		1	
CAH	Contemporary Humanities Cert	Fall 2002	1			1		1	1	1	2		3	3	1	2	5
CAH	Cognitive Sciences Cert	Fall 2005	10	10	7	13	1	9	7	5	10		9	7	7	7	
CAH	Tch Eng As a For Lang - Cert	Spring 1999	17	16	12	15	1	14	10	5	10	2	13	10	6	9	
CAH	ESOL Endorsement K-12 - Cert	Spring 2003	12	12	4	10		10	8	6	12	1	10	8	6	10	6
CBA	Technology Ventures Cert	Fall 2006	2	2	2	3	1	5	5	4	5	3	3	3	3	3	
CBA	Entrepreneurship Cert	Fall 2006	12	9	9	10	2	6	4	3	4	2	2	2	2	2	
COHPA	CJ - Crime Analysis - Cert	Fall 1998	16	15	12	16	11	31	30	25	30	22	19	18	15	20	
COHPA	PA - Nonprofit Mgmt - Cert	Fall 1999	44	38	28	44	6	37	33	15	33	5	30	27	18	30	
COHPA	SW - Children's Svcs Cert	Fall 2000	4	4	4	4		3	3	3	2	2	6	6	6	9	
COHPA	PA-Urban & Regional Plng-Cert	Fall 2000	34	30	17	29	15	42	39	26	45	9	41	39	26	39	
COHPA	SW - Addictions Cert	Fall 2000	15	14	14	15		7	7	7	10	6	16	15	13	14	
COHPA	Medical Spch/Lang Path Cert	Fall 2002	1	1	1	1											
COHPA	CJ - Corrections Leadrshp Cert	Fall 2002	4	4	1	2		10	6	3	3	1	5	4	4	6	1
COHPA	CJ - Juvenile Justice Lead Crt	Fall 2002	5	5	2	2	2	12	9	6	6	1	5	3	1	1	
COHPA	CJ - Police Leadership Cert	Fall 2002	8	7	6	8	3	9	8	7	8	5	9	9	8	9	1
COHPA	Mltcu/Mltli Spch Lng Path Cert	Fall 2002											1				
COHPA	CD - Child Lang Disorders Cert	Fall 2002	1														16
COHPA	SW - School Social Work Cert	Fall 2003	3	3	3	3		6	6	6	7	6	9	9	9	9	
COHPA	SW - Administration Cert	Fall 2004	3	3	3	3							1	1	1	1	
COHPA	SW - Aging Studies Grad Cert	Spring 1999	1	1		1		2	2	2	3	1	4	2	1	2	1
COHPA	PA - Public Admin - Cert	Spring 1999	28	27	19	28	3	32	29	16	27	4	22	19	12	18	
COHPA	Emer Mgt & Homeland Sec Cert	Summer 2008	30	26	21	21											9
CON	NU-Family Nurse Pract-Cert	Fall 1998	14	13	11	16	1	11	9	8	12	2	5	4	4	8	
CON	NU-Adult Nurse Pract-Cert	Fall 1998	7	4	4	8		7	6	4	6	2	7	4	4	9	
CON	NU-Pediatric Nurse Pract-Cert	Fall 2001	5	3													

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CON	NU-Clinical Nurse Spec Cert	Fall 2006	3	3	2	6		5	4	3	3		2	2	1	1	
CON	NU-Clinical Nurse Leader Cert	Fall 2008															7
CON	NU-Nursing Educ-Cert	Spring 2000	9	8	6	13	1	14	14	9	15	6	21	19	17	26	23
COS	Bio -Conservation Biology-Cert	Fall 1999	6	4	3	6		5	2	2	6	2	6	3	3	8	
COS	ST - SAS Data Mining - Cert	Fall 2000	13	12	11	20		14	14	7	14	2	14	13	10	13	
COS	MA - Applied Math - Cert	Fall 2000	1	1	1	1		1	1	1	1	1	1	1			8
COS	IC - Computer Forensics Cert	Fall 2001	36	30	25	35	11	44	41	27	40	12	37	34	27	36	7
COS	AS - Maya Studies - Cert	Summer 1999	6	6	6	7	3	6	5	3	4	3	5	5	4	6	13
EDUC	CI-Initial Tchr Prof Prep Cert	Fall 1999	41	41	24	52	2	72	71	40	66	18	41	40	27	63	11
EDUC	EX-PreK Handicap Endorse-Cert	Fall 1999	32	32	26	32	8	4	4	2	46	54	74	72	62	99	
EDUC	Couns Ed - Play Therapy - Cert	Fall 2001	11	11	10	21	10	17	17	13	22	3	15	15	11	17	5
EDUC	CouEd-Marriage & Fam Thrp Cert	Fall 2001	14	14	13	20	2	18	16	14	24	15	19	18	14	31	14
EDUC	PE - Spts Leadership Cert	Fall 2002	5	5	3	3		7	6		2		7	6	4	7	
EDUC	CI - Gifted Education Cert	Fall 2003	15	14	5	8		12	12	6	8	1	13	13	4	5	
EDUC	Couns Ed - Career Couns Cert	Fall 2003	26	26	20	22	6	24	23	15	17	13	11	11	5	14	
EDUC	Autism Spectrum Disorders Cert	Fall 2005	61	60	47	70	9	59	58	50	57	23	42	42	37	39	
EDUC	Instruct Desgn Simulation Cert	Fall 2005	18	17	8	11	1	16	16	10	14	5	16	16	11	16	
EDUC	CI-Community College Educ Cert	Spring 2000	31	31	19	24	2	23	22	10	14	5	20	19	12	19	
EDUC	EX - Special Education Cert	Spring 2002	9	9	7	46	3	51	51	45	55	7	18	18	10	25	2
EDUC	ED - e-Learning Prof Dev Cert	Spring 2004	16	16	7	12	1	18	18	12	15	2	8	8	7	9	2
EDUC	Severe/Profound Disabl Cert	Spring 2008	49	49	42	45	24	6	6	5	6	1					1
EDUC	CI-Teaching Excellence Cert	Summer 1999	1	1	1	1											5
EDUC	PE - Heath & Wellness Cert	Summer 2002	4	4		2		5	5	1	3		3	3	3	3	
EDUC	PE - Coaching Cert	Summer 2002	1	1	1	1		2	2								
EDUC	CI - Urban Education Cert	Summer 2003						3	3	3	5		4	4	3	3	6

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EDUC	ReadEd - Reading Educ Cert	Summer 2003	50	46	36	55	7	57	56	41	60	53	70	68	53	70	4
EDUC	IT/M - Instr/Educ Tech Cert	Summer 2001	13	11	6	11		8	8	7	11	4	6	5	4	9	2
EDUC	Global & Comparative Educ Cert	Summer 2006															2
EDUC	K-8 Math & Science Ed Cert	Summer 2006	1	1		2		3	3	2	2		1	1			20
ENGR	IE - Training Simulation -Cert	Fall 1998	3	3	3	6	1	3	3	1	4		3	3	2	6	
ENGR	IE - Systems Simulation - Cert	Fall 1998	1	1	1	1		3	2	1	1	1					4
ENGR	IE - Quality Assurance - Cert	Fall 1998	4	4	4	4	2	5	5	2	4	1	2	2	2	3	1
ENGR	IE - Project Engineering -Cert	Fall 1998	20	19	15	20	4	14	12	7	14	3	9	9	6	16	
ENGR	IE - Indst Ergo & Safety -Cert	Fall 1998	3	1	1	1		1	1	1	2		3	3	2	2	
ENGR	IE -Design for Usability -Cert	Fall 1998	1	1		2		1	1	1	3	1	3	3	3	3	
ENGR	IE - Applied Oper Rsrch - Cert	Fall 1998	1	1				3	2		1		3	2	1	2	
ENGR	ME - HVAC Engineering - Cert	Fall 1998	5	3	3	4							2	2	1	1	
ENGR	ME - CAD/CAM Tech - Cert	Fall 1998	1			1		4	3	1	2		1			2	3
ENGR	EE - Electrical Circuits -Cert	Fall 1998	1	1		3		2	2	2	3		1	1		1	6
ENGR	EE - Communications Sys - Cert	Fall 1998	1					2									8
ENGR	CE - Transportation Engr -Cert	Fall 1998	3	3	2	2		1	1		2	2	5	4	4	4	
ENGR	CE-Surface Water Model - Cert	Fall 1998	1	1				1	1								2
ENGR	CE - Structural Engr - Cert	Fall 1998	1	1				3	3	3	4	1	4	3	3	4	
ENGR	CE - Construction Engr - Cert	Fall 2000															
ENGR	IE - Systems Engineering Cert	Fall 2008	3	2	2	2											6

# UCF Thesis and Dissertation Advisory Committees

## Composition

Revised Policy Draft: 09-6.1.32

### Thesis Advisory Committee ~~Composition~~Membership

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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 ([www.graduate.ucf.edu/CurrentGradCatalog/content/gradfaculty/](http://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, one of whom must serve as the chair of the committee. Graduate Faculty Scholars may serve as a member or co-chair of a thesis advisory committee but may not serve as the chair. Program areas may specify additional committee membership beyond the minimum of three. These committee members must also be approved members of the Graduate Faculty or Graduate Faculty Scholars. 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 [updated Graduate Faculty policy \(link\). 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 [program director using the Thesis Advisory form](#) and submitted to the College of Graduate Studies ~~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~~ [with the approval of the](#) program director ~~and re-submission to the College of Graduate Studies~~ [of the Thesis Advisory form.](#)

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~~Membership

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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/](http://www.graduate.ucf.edu/CurrentGradCatalog/content/gradfaculty/)). At least three members must be Graduate Faculty-, 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 may serve as a member or co-chair of a dissertation advisory committee, but may not serve as the chair. Graduate Program 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 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 [updated Graduate Faculty policy \(link\)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 [program director and submitted to the College of Graduate Studies using the Doctoral Advisory Committee form](#) ~~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 [with the approval of the program director and re-submission to the College of Graduate Studies of the Doctoral Advisory Committee form](#).

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.

## Responsibilities of Members of Doctoral Advisory Committees

[\(see Graduate Faculty policy \(link\) for the source of this text\)](#)

### Responsibilities of all 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.

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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.

**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.

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**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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