

Graduate Policy Committee
October 14, 2009
3:30-5:00 P.M., MH 395

AGENDA

- 1) Welcome and call to order; review of minutes
- 2) Conclude discussion on transfer policy: internal and external transfer credits
- 3) Dual degree policies
- 4) Outside member definition for doctoral advisory committees
- 5) Adjournment

Master's ~~t~~Transfer Creditscredits:
distinguishing internal and external transfer credits
–Residence Credits
Original PolicyDraft: 10-6.1.10

See 2009-2010 Graduate Catalog:
http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Course_Requirements

The acceptance of transfer credits in a program of study must be approved by the program. Graduate programs may stipulate additional constraints beyond those included in the university transfer policy.

All transfer credits toward a master's or specialist 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.

Two different types of credit can be brought into a master's or specialist program of study for coursework taken outside of UCF or prior to enrolling in the program for which a degree is sought.

1. **External transfer credits:** course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution.
2. **Internal transfer credits:** course credits completed at UCF prior to enrolling in the program for which the degree is sought.

The total number of transfer credits may not exceed 50% of program requirements, except under two circumstances. (1) At the discretion of the program, up to all of the hours taken to fulfill an earned UCF graduate certificate can be used toward a graduate degree within the same or closely related discipline. Additional transfer credits are not allowed if the transfer credits for an earned UCF graduate certificate is equal to or exceeds 50% of program requirements. (2) Transfer of credits from UCF doctoral programs within the same discipline. Transfer of credits that exceed 50% of program requirements is at the discretion of the program and requires approval of the Appeals Committee. All other general transfer credit policies apply.

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Thesis or dissertation credits may not be brought into a program of study as transfer credits. Conversely, all thesis credit requirements must be completed while the student is enrolled in the program for which the degree is sought.

Students with international transfer credits from recognized international institutions may be required to obtain a WES or Silny evaluation.

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External Transfer of Credits

~~Graduate External~~ transfer credits consist of hours completed at a regionally accredited institution (~~ex~~cluding UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only courses with a grade of "B-" or higher may be transferred into a program of study.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.
- Only formal course-work hours, but not thesis or research hours, may be ~~accepted-used~~ as transfer credits.

External transfer credits are limited to 9 credit hours.

Internal transfer credits

Course credits completed at UCF prior to enrolling in the program for which the degree is sought may be used to fulfill program degree requirements. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.

By contrast to external transfer credits, internal transfer credits with a grade below "B-" may be transferred into a program of study with the approval of the program.

~~The acceptance of transfer credits must be approved by the program director of the degree program; graduate programs may stipulate additional constraints.~~

~~At the discretion of the program, up to all of the hours taken to fulfill an earned graduate certificate can be used toward a graduate degree within the same or closely related discipline.~~

~~Students with international transfer credit from recognized international institutions may be required to obtain a WES or Silny evaluation.~~

Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate-level course work taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as transfer credits toward a graduate degree. Certain graduate programs do not allow transfer of credits if the hours have been used for an undergraduate degree. It is imperative that students

obtain advisement from the graduate program director of the specific program prior to registering in graduate-level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. 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.

~~No more than a combined total of nine semester credit hours may be transferred into a master's program of study, with the sole exceptions being for credits taken to fulfill one earned UCF graduate certificate, from UCF doctoral programs within the same discipline, or as part of an accelerated bachelor's/master's program. Additional transfer work is not allowed if one of the exceptions is being used to transfer in nine or more semester credit hours.~~

~~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.~~

~~Policies Governing Standard Transfer Circumstances~~

- ~~• Work taken while in graduate status at UCF. The nine semester credit hour transfer limit applies to any combination of the following graduate credits taken at UCF: course work taken as a UCF undergraduate; course work taken while in nondegree status; course work taken as part of a graduate certificate program at UCF; course work taken as part of another graduate degree earned at UCF; and course work taken while in graduate status in another program at UCF where a degree was not earned, including a doctoral program in a different discipline.~~

~~For those students who have completed graduate-level courses while enrolled in a UCF doctoral program where a doctoral degree was not awarded, transfer credit into a master's program within the same discipline is NOT limited to 9 hours; credit for more than 9 hours is at the discretion of the program and requires approval of the Appeals Committee. All other general transfer credit policies apply.~~

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Traveling scholar credits

- Work taken as a Traveling Scholar. A student who wishes to take graduate course work elsewhere while enrolled as a student at UCF must apply for and be accepted as a Traveling Scholar. Graduate credits earned as a Traveling Scholar are considered "residence equivalent to" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour transfer credit limits. See Traveling Scholars in the [General Graduate Policies](#) for more information.

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Doctoral Transfer Credits:
distinguishing internal and external transfer Residence

Credits

Original Policy Draft: 10-7.1.20

See 2009-2010 Graduate Catalog:

<http://www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5696&linkidentifier=id&itemid=5696>

The acceptance of transfer or waived credits in a program of study must be approved by the program; graduate programs may stipulate additional constraints beyond those included in the university transfer policy.

All transfer and waived credits to be used toward a doctoral degree should be finalized by the end of the third major (fall/spring) term of program enrollment (based on full-time enrollment), and must be finalized prior to the change to candidacy status.

Three different types of credit can be brought into a program of study for coursework taken outside of UCF or prior to enrolling in the program for which the degree is sought.

1. **External transfer credits:** course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution.
2. **Internal transfer credits:** course credits completed at UCF prior to enrolling in the program for which the degree is sought.
3. **Waived credits:** 30 credit hours of requirements and credits in a program of study that are waived on the basis of an earned master's degree.

The total number of waived and transfer credits may not exceed 50% of program requirements. However, the combined total of 30 waived credits and up to all of the hours taken to fulfill an earned UCF graduate certificate can be used toward a graduate degree, even if the total exceeds 50% of the program requirements. Acceptance of such credits is at the discretion of the program; the degree and certificate must be within the same or a closely related discipline. No additional transfer credits are allowed in this exception to the 50% rule.

Thesis or dissertation credits may not be brought into a program of study as transfer credits. Conversely, all thesis or dissertation credit requirements must be completed while the student is enrolled in the program for which the degree is sought.

Students with international transfer or waiver credits from recognized international institutions may be required to obtain a WES or Silny evaluation.

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External Transfer and waived Credits

Graduate External transfer credits consist of hours completed at a regionally accredited institution (including UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only courses with a grade of "B-" or higher may be transferred into a program of study.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.
- Only formal course-work hours, but not thesis or research hours, may be ~~accepted~~ used as transfer credits.

External transfer credits are limited to 9 credit hours for students who do not have a completed graduate degree or for students in doctoral programs that require a master's degree for admission.

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~~The acceptance of transfer credits must be approved by the program director of the degree program; graduate programs may stipulate additional constraints.~~

~~At the discretion of the program, up to all of the hours taken to fulfill an earned graduate certificate can be used toward a graduate degree within the same or closely related discipline.~~

~~Students with international transfer credit from recognized international institutions may be required to obtain a WES or Silny evaluation.~~

~~Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate level course work taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as transfer credits toward a graduate degree. Certain graduate programs do not allow transfer of credits if the hours have been used for an undergraduate degree. It is imperative that students obtain advisement from the graduate program director of the specific program prior to registering in graduate level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate level course work will meet their bachelor's degree requirements. 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/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.~~

~~For students in doctoral programs that require a master's degree for admission, all credits taken to fulfill one earned UCF graduate certificate OR up to a combined total of nine semester credit hours may be transferred into their doctoral program of study.~~

For students in doctoral programs that do not require a master's degree for admission, ~~all credits taken to fulfill an earned UCF graduate certificate OR up to a combined total of nine semester credit hours may be transferred into their doctoral program of study.~~ IN-ADDITION, students admitted with an earned master's degree from a regionally accredited institution or recognized foreign institution may incorporate credits from that earned degree into their program of study as follows. If the master's degree was earned in the same or a closely related area of study, 30 hours of their doctoral program requirements may be waived on the basis of the earned master's degree. The 30 credit hours that are waived are not subject to the above eligibility requirements. Alternatively, programs may transfer up to 30 credit hours from any earned master's degree, provided they conduct a course-by-course review. These transfer credits are constrained by the eligibility criteria outlined ~~in the above section of this Transfer Credit policy.~~

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Internal transfer credits

Course credits completed at UCF prior to enrolling in the program for which the degree is sought may be used to fulfill program degree requirements. Hours are eligible for transfer only if they meet the following criteria:

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- Only graduate-level or higher courses may be accepted as transfer credits.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.

By contrast to external transfer credits, internal transfer credits with a grade below "B-" may be transferred into a program of study with the approval of the program.

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Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate-level course work taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as residence credits toward a graduate degree. Certain graduate programs do not allow the inclusion of residence credits if the hours have been used for an undergraduate degree. It is imperative that students obtain advisement from the graduate program director of the specific program prior to registering in graduate-level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. 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/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

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Traveling scholar credits

A student who wishes to take graduate course work elsewhere while enrolled as a student at UCF must apply for and be accepted as a Traveling Scholar. Graduate credits earned as a Traveling Scholar are considered equivalent to credits that are earned at UCF and are applicable to the program of study without being subject to transfer credit limits. See Traveling Scholars in the General Graduate Policies for more information.

~~In no case may the sum of all transfer and waived credits exceed 50% of the total degree requirements of any doctoral degree.~~

~~All transfer credits toward a doctoral degree should be finalized by the end of the third major (fall/spring) term of program enrollment (based on full-time enrollment), and must be finalized prior to the change to candidacy status.~~

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