

Graduate Policy Committee
November 4, 2009
3:30-5:00 P.M., MH 395

AGENDA

- 1) Welcome and call to order; review of minutes
- 2) Propose: change of 12/2/09 meeting (in MH 395) to 12/9/09 in MH 327
- 3) Review transfer credit draft policies
 - a. Highlights of draft changes:
 - i. Traveling scholar
 1. Explanatory language removed; reference to explanation in the General Graduate Policy section
 2. Included in list of internal transfer credits
 - ii. Senior Scholars and Accelerated Programs
 1. Included in list of internal transfer credits
 2. Explanatory language removed
 - iii. Separated external transfer credits and waived credits
 - iv. Clarified language
 - b. Items to discuss:
 - i. Transfer eligibility criteria – Coffey proposal (input from Appeals Cmt; up to 30 waived SCH for an earned degree)
 - ii. limits on transfer credits from earned degree (formerly limited, but now an issue due to the 50% rule for internal transfer credits
 1. 9 SCH for master's (incorporated in v3)
 2. 30 SCH for doctoral (incorporated in v5)
 - iii. up to 30 SCH from only the single masters degree or from earned masters plus other credits; 30 SCH + 9 SCH up to 50% limit for external?
 - iv. Finalize: B- vs. C- limit for internal transfer eligibility
 - v. Traveling Scholar language clarified (v2)
- 4) Outside member definition/removal from policy
- 5) Dual degree policy
- 6) Agenda for next meeting
- 7) Adjournment

Traveling Scholars

Draft: 10-10.1.3

See 2009-2010 Graduate Catalog:

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Traveling_Scholars

Traveling Scholars

The university participates in the ~~Board of Education~~ Traveling Scholar Program, ~~(6C-6.07)~~ enabling a graduate student to take advantage of special resources available on another campus but not available on the home campus (for example, special course offerings, research opportunities, unique laboratories, and library collections). A Traveling Scholar is a graduate student who, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements of the host institution and a guarantee of acceptance of earned resident credits by the sponsoring institution. Credits taken as part of the Traveling Scholar Program can be for any graduate level courses, provided the appropriate approval described below is obtained.

As part of the Traveling Scholars agreement, SUS institutions agree to accept one another's entrance requirements and credits when a Traveling Scholar arrangement is between UCF and another SUS institution.

A Traveling Scholar must be recommended by his or her own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member of the host institution. After agreement by the student's adviser and the faculty member at the host institution, graduate deans at both institutions will be fully informed by the adviser and have the authority to approve or ~~disapprove deny~~ the academic arrangement. A student will register at the host institution and will pay tuition and/or registration fees according to fee schedules established at that institution. The form is available at <http://www.students.graduate.ucf.edu/formsnfiles> and must be completed by the student and approved by the UCF College of Graduate Studies before any course work can be taken.

Each university retains its full right to accept or reject any student who wishes to study under its auspices. A Traveling Scholar will normally be limited to one term for a total of six credit hours taken as a traveling scholar at another institution.

A Traveling Scholar is not entitled to displacement allowance, mileage, or per diem payments. The home university, however, may at its option continue its financial support of the traveling scholar in the form of a fellowship or graduate assistantship with any work obligation to be discharged either at the home or at the host institution.

~~As part of the Traveling Scholars agreement, SUS institutions agree to accept one another's entrance requirements and credits.~~ All Traveling Scholars are required to submit the Student Health History and immunization requirements according to UCF and Board of Governors

policies. Credit is not automatically transferred into the graduate program of study. The student must request an official transcript be sent from the host institution to the UCF College of Graduate Studies (Millican Hall 230, P.O. Box 160112, Orlando, FL 32816-0112; Phone 407-823-2766), and the graduate program director must complete the [Program of Study Transfer Request Form](#) so that the credits can be entered into the student database. Credits earned at another institution while in Traveling Scholar status will be considered ~~resident internal transfer credits~~ and do not count toward the student's Graduate Status GPA, and are not counted as "transfer" credits under the "nine-hour" rule. These hours may count toward UCF residency requirements if prior approval is obtained. Graduate students are not allowed to be traveling scholars in their final, or graduation, term except by prior approval of the UCF College of Graduate Studies.

An international graduate student who is registered at another educational institution besides UCF as a Traveling Scholar or as a transient student and therefore may not be enrolled full-time at UCF is required to complete a Reduced Course Load Form to satisfy SEVIS requirements of being enrolled full-time. International graduate assistants employed at UCF must be enrolled full-time at UCF.

Eligibility Criteria for Transfer Credits

11/4/2009

Transfer Eligibility Criteria	External Credits from ...		Internal Credits from ...	
	earned Master's	individual credits	earned Master's	individual credits
Graduate level	Yes	Yes	Yes	Yes
With grades higher than ...	passing	B-	C-	C-
Course expiration	none	7 years	none	7 years
Course content	Any*	formal coursewk	Any*	Any*

*Thesis and dissertation requirements cannot be satisfied by waived or transferred credits

changes to policy

Doctoral transfer credits: distinguishing internal and external transfer credits

Draft: 10-7.1.52

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:** graduate level course credits completed
 - a. at UCF prior to enrolling in the program for which the degree is sought, including those taken in undergraduate status at UCF as part of a Senior Scholar or accelerated program; or
 - b. as a Traveling Scholar (see Traveling Scholars in the General Graduate Policies for more information).
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.

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The total number of waived and transfer credits, both internal and external, may not exceed 50% of program requirements.

There is one exception to this 50% rule: the combination of 30 waived credits and credits for a single earned UCF graduate certificate can be used toward a doctoral degree even if the sum exceeds 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.

Transfer work from an earned graduate degree is limited to 30 credit hours.

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.

Waived credits

For students in doctoral programs that do not require a master's degree for admission, students with an earned master's degree may have 30 hours of requirements and credits waived if the following criteria are met:

- the earned degree is from a regionally accredited institution or recognized foreign institution;
- the master's degree was earned in the same or a closely related area of study

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The 30 credit hours are waived on the basis of the earned master's degree, not based on individual courses.

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External transfer ~~and waived~~ credits

~~External transfer credits consist of hours completed at a regionally accredited institution (excluding 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 coursework hours, but not thesis or research hours, may be used as transfer credits.~~

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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.

For students in doctoral programs that do not require a master's degree for admission, 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 in the same or a closely related area of study, provided ~~they conduct~~ a course-by-course review is performed.

Unlike waived credits, all external transfer credits are eligible for transfer only if they meet the following criteria:

- Only graduate-level 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 coursework hours, but not thesis or research hours, may be used as transfer credits.

~~These transfer credits are constrained by the eligibility criteria outlined above.~~

Internal transfer credits

~~Course-Internal 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.
- _____

For students in doctoral programs that do not require a master's degree for admission, students may transfer up to 30 credit hours from any earned UCF master's degree in the same or a closely related area of study, provided a course-by-course review is performed.

By contrast to external transfer credits, internal transfer credits with a grade ~~below of~~ "BC-" or above 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~~ to accept as internal transfer credits 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. More than nine hours may be accepted if part of a formally approved accelerated program. 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.

Traveling scholar credits

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~~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.~~

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Master's transfer credits: distinguishing internal and external transfer credits

Draft: 10-6.1.31

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:** graduate level course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution.
2. **Internal transfer credits:** graduate level course credits completed
 - a. course credits completed at UCF prior to enrolling in the program for which the degree is sought, including those taken in undergraduate status at UCF as part of a Senior Scholar or accelerated program; or
 - b. as a Traveling Scholar (see Traveling Scholars in the General Graduate Policies for more information).

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The total number of transfer credits may not exceed 50% of program requirements, except under two circumstances.

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- (1) UCF graduate certificate credits: ~~(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. If the number of transfer credits for an earned UCF graduate certificate is equal to or exceeds 50% of program requirements, aAdditional 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) ~~(2)~~ Transfer of credits from a UCF doctoral program to a master's programs within the same discipline; ~~-~~ Transfer-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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Transfer work from an earned graduate degree is limited to nine credit hours.

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.

External transfer credits

External ~~transfer~~ credits ~~consist of hours completed at a regionally accredited institution (excluding 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 coursework hours, but not thesis or research hours, may be used as transfer credits.

External transfer credits are limited to 9 credit hours.

Internal transfer credits

~~Course-Internal~~ 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 of "BC-" or above~~ may be transferred into a program of study with the approval of the program.

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. ~~More than nine hours may be accepted if part of a formally approved accelerated program. 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.~~

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Traveling scholar credits

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