

**Graduate Policy Committee
November 18, 2009
3:30-5:00 P.M., MH 327**

AGENDA

- 1) Welcome and call to order; review of minutes
- 2) Review and vote on approval of transfer credit policies
Highlights of draft changes to discuss:
 - a. 15 SCH limit on internal transfer into doctoral degrees for students without an earned degree.
 - b. 50% limit for doctoral degrees, even in the case of an earned master's degree and earned UCF graduate certificate.
- 3) Traveling Scholar: minimum grade requirement, or leave as is?
- 4) Outside member definition/removal from policy
- 5) Dual degree policy
- 6) Agenda for next meeting
- 7) Adjournment

Transfer Credit Limits: Master's/Specialist Degrees

Student situation	Specific Requirements	General Requirements
from an earned graduate degree	≤ 9 SCH] sum may not exceed 9 SCH
external credits	≤ 9 SCH	
grad level while in UCF undergrad status	≤ 9 SCH	
other internal transfer credits		total transfer may not exceed 50% of program requirements ^{1,2}

Exceptions:

¹ may exceed 50% only if all transfer credits are from a single earned UCF graduate certificate; no additional credits may be transferred

(GC credits + 9 SCH allowable only if enrolled in the GC prior to Fall 2009)

² Transfer of credits from a UCF doctoral program to a master's program within the same discipline

(requires Appeal Committee approval)

Policy Committee

11/4/2009

Members present: Jim Moharam, , Stephanie Guittar, Eduardo Mucciolo, Saleh Naser, Deborah Breiter, Eladio Scharron, Vicky Zygouris-Coe, Michael Stern

Staff members present: Tracy Jones

Recorder: Rhonda Nelson

Dr. Moharam, chair, called the meeting to order at 3:30 p.m. A quorum was established. The minutes from the October 14 meeting were approved by voice vote.

1. The language of the policy concerning Traveling Scholars was clarified.
2. The committee considered the input from the Appeals Committee and the concern about waived credits voiced by Dr. Kevin Coffey. The committee reconfirmed the current policy, specifically that waived credits for an earned master's degree would remain only for a complete set of 30 SCH, the entirety of the degree. Dr. Mucciolo commented that Physics has waived 30 SCH for earned degrees, but discriminates in the Program of Study which course requirements are satisfied, occasionally allowing less than 30 SCH of course requirements to be satisfied; in these circumstances, the student could only graduate with more than the minimum number of credits for the degree. The committee approved of this implementation of waived credits for earned master's degrees.
3. Dr. Naser indicated that up to 50% transfer credit should be accepted for a doctoral degree if it included the 30 hours for an earned master's degree. The committee agreed. The committee discussed and affirmed that the 30 transfer hours could come from a single earned degree or more than one earned degree.
4. The committee agreed on the following additional decisions concerning transfer credit:
 - a. For Doctoral degrees, 9 SCH of external transfer credit is allowable, even in addition to the transfer of up to 30 SCH for an earned master's degree, but not to exceed 50% of degree requirements.
 - b. Transfer credit is limited to formal coursework
5. The committee agreed that only courses in which a student obtained a grade of B- or higher would be eligible for UCF graduate transfer credit. This applies to both internal and external credits. This decision of the committee at this meeting reverses the decision made during the previous meeting concerning grade eligibility for internal transfer credit. The committee's decision was swayed by the argument that it would be unfair to allow internal transfer credits for grades below B-, since the unsatisfactory

transfer grade would not be calculated into the graduate status GPA. This decision leaves intact the current policy.

6. There was a brief discussion on transfer of credits from an earned master's degree to another master's degree program. It was pointed out that currently only 9 credit hours may be transferred. If we change the policy to allow the transfer of internal credits up to 50% of a master's degree requirements, 15 credits (or more) could be shared. The committee agreed that this was too much. Dr. Moharam pointed out that this information should be part of the description for the dual degree policy. It was mentioned that certain degree programs have great overlap in their requirements.
7. Dr. Max Poole brought an urgent issue to the Policy Committee concerning new language in the Faculty Senate Constitution, specifically referring to moving the awards responsibility from the Appeals (and Awards) Committee to the Program Review Committee. The Policy Committee deleted these responsibilities from section 3.10.5.2.3.4 (Appeals Committee responsibilities) and added them to section 3.10.5.2.5.2 (Program Review Committee responsibilities). The committee also drafted amended language for the Appeals Committee responsibilities referred to in section 3.10.5.2.3.5. A motion approving the changes was made and passed.
8. The committee agreed to hold the final meeting of the term on 12/9/09 in room MH 327 from 3:30 – 5:00, canceling the meeting on 12/2/09.
9. Adjournment: The item will be reviewed again at the next meeting. The meeting was adjourned at 5:05 p.m.

Doctoral transfer credits: distinguishing internal and external transfer credits

Draft: 10-7.1.65

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.

~~The total number of waived and transfer credits, both internal and external, may not exceed 50% of program requirements. In no case may the sum of all transfer and waived credits exceed 50% of the total degree requirements of any doctoral degree.~~

~~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. 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.~~

~~The thesis or dissertation credit requirements of a programs may not be brought into a program of study as satisfied by waived or 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

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

External transfer credits

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.

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 with an earned master's degree from a regionally accredited institution or recognized foreign

Graduate degree programs are permitted to accept as internal transfer credits up to nine hours of graduate-level coursework 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. Students who transfer up to 30 credit hours from any earned master's degree or who have 30 credit hours waived from an earned master's degree may also transfer up to 9 additional internal graduate credits, provided the sum of all transfer and waived credits does not exceed 50% of the total degree requirements.

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

Draft: 10-6.1.43

See 2009-2010 Graduate Catalog:

http://www.graduatedcatalog.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. 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).

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

- (1) UCF graduate certificate credits: 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, additional transfer credits are not allowed.
- (2) Transfer of credits from a UCF doctoral program to a master's program 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.

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

~~The thesis or dissertation credits requirement of a program may not be brought into a program of study as satisfied by 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 credits 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

Internal 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.

~~By contrast to external transfer credits, internal transfer credits with a grade of "C" 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 of graduate-level coursework 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.

Traveling Scholars

Draft: 10-10.1.43

See 2009-2010 Graduate Catalog:

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

Traveling Scholars

~~The The university participates in the~~ Traveling Scholar status Program, enabling a UCF graduate student to take advantage of special resources available on another campus ~~but that are~~ not available ~~on the home campus at UCF~~ (for example, special course offerings, research opportunities, unique laboratories, and library collections). Provided the appropriate approval described below is obtained, Traveling Scholar credits ~~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 are guaranteed to be accepted as earned UCF credits~~ 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 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.

To obtain credit for approved Traveling Scholar courses, t~~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 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 internal transfer credits and do not count toward the student's graduate status GPA. 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 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.

Dissertation Advisory Committees: Outside Member

~~Original Policy Draft: 10-1.1.10~~

See 2009-2010 Graduate Catalog:

http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5696#Dissertation_Requirements

Dissertation Advisory Committee Membership

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 ([Graduate Faculty](#)). 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](#).

Committee membership must be approved by the program director and submitted to the College of Graduate Studies. 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.

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.

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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Pbishop 04/01/2009

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:

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- 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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