

Graduate Policy Committee
February 3, 2010
3:30-5:00 P.M., MH 327

AGENDA

- 1) Welcome and call to order; review of minutes
- 2) Z grade policy review
- 3) Shared credit policy
 - a) Finalize dual degree program policies
 - b) Master's along-the-way
- 4) New agenda item: Number of split courses (4000/5000) allowed in a program (what % of the formal coursework in a program's curriculum is allowable to be split)
- 5) Adjournment

UCF Graduate Policy concerning Z grade designation for Academic Dishonesty

Draft: 10-12.1.21

The Policy Committee of the Graduate Council is proposing the adoption of a Z grade policy for graduate students at UCF that is related to, but distinct from the Z policy for undergraduate students recommended by the Ethics Task Force Committee, a subcommittee of the UCF Faculty Senate. Similar to the undergraduate Z policy, adoption of this policy is to reaffirm the importance and the civic responsibility that students and faculty have to ensure that degrees earned at UCF are of high quality and have clear standards. The adoption of a more stringent policy for graduate students is in recognition of the advanced nature of graduate education and the higher level of expected behavior of students who have been awarded a bachelor's degree.

Action: A Z designation will be assigned in front of the grade to a student as a result of academic dishonesty in a course.

Process:

- If a student is found in violation of academic honesty by a faculty member in a course, the student will be informed by the faculty member.
- The faculty member will assign a ZF grade for courses graded A-to-F, or a ZU grade for courses graded S/U. Other grades prefaced by a Z would not be allowed for graduate students.

~~The faculty member must report the violation (at least for information only) to Office of Student Rights and Responsibilities using forms http://www.osc.sdes.ucf.edu/?id=incident_report_1~~

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- ~~The faculty member must report the violation (at least for information only) to the Office of Student Rights and Responsibilities (OSRR) using forms http://www.osc.sdes.ucf.edu/?id=incident_report_1.~~
- When submitting final grades, the faculty member will inform the Registrar's Office via the Z Grade form. This form includes signature lines for the Department Chair and College Dean to ensure that they are informed of the intended action.
- ~~A student receiving a ZU grade in a thesis (6973) or dissertation (7980) course will be dismissed immediately.~~

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The graduate student does not have recourse to remove the Z designation other than through the academic grade appeal process (Golden Rule). ~~Appeal of a ZF or ZU grade would be considered by an academic integrity committee, whose sole role would be to adjudicate issues of academic integrity.~~

- The Z designation stays on the student's audit and a note is added.
- The Z designation stays on the transcript and a note is added.
- A student receiving a ZU grade in a thesis (6973) or dissertation (7980) course will be dismissed from the program.
- A total of two Z grades on a student's record will result in automatic dismissal from the program.

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~~If a student is found in violation of academic honesty a second time, the student will be informed by the faculty member and dismissed by the program.~~

Please note that the proposed Z Policy, mentioned herein, is separate from the Student Conduct Process, which may include additional sanctions.

The conferral of a Z grade and dismissal from the program are not mutually exclusive – both may be consequences of the same event.

The Z-grade policy does not replace current program policies concerning the consequences of academic dishonesty. All programs may be more stringent and dismiss a student upon the first academic honesty violation. However, all faculty within a program must abide by the program's policy concerning whether students are dismissed after the first or second violation.

Dual Degree Shared Credit Policy

Draft: 10-13.1.3

The following dual degree shared credit policies apply to credit hours that are counted toward fulfilling the requirements in two degree programs, including undergraduate and graduate degrees as well as UCF and non-UCF degrees. These policies do not extend to certificate programs. Policies governing credits shared between two certificate programs or between degree programs and certificate programs can be found under either the Graduate Certificate Program Policies or the Master's or the Doctoral Transfer Credit Policies.

The following policies serve to supplement and extend the shared credit policies that can be found in the existing Master's and Doctoral Transfer Credit Policies.

General Limit to Use of Credits for More Than One Degree

No credit hours may be counted for more than two degree programs.

Accelerated Bachelor's/Master's Programs

- Accelerated Bachelor's/Master's programs have a limit of 9 SCH shared credit for graduate degrees requiring up to 36 credit hours. For graduate degrees requiring more than 36 credit hours, accelerated Bachelor's/Master's programs have a limit of 12 SCH shared credit. Proposals for accelerated Bachelor's/Master's programs must include a strong curricular rationale that can support the streamlining of credit requirements in the two degrees.
- Shared credit is limited to formal coursework, exclusive of independent study. Grades below a B- are not acceptable to fulfill Master's degree requirements if taken while in undergraduate status.
- Only outstanding students may enter accelerated Bachelor's/Master's programs (explicit requirements may be specified by the graduate program). All students in these programs must have met the undergraduate general education requirements. Students will be formally admitted to the master's program following receipt of the bachelor's degree.
- Accelerated Bachelor's/Master's programs must be approved by the Graduate Council Curriculum Committee. Such programs must not unduly delay the completion of the bachelor's degree nor limit the breadth of the student's undergraduate experience.

Dual Degree Programs

Definition: Dual degree programs lead to two different degree citations on the transcript and two separate diplomas. These may combine master's programs, 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 dual credit for a specified set of courses.

Approval: Dual degree programs must be approved by the Graduate Council Curriculum Committee; individualized dual degree programs for specific students are not allowed. Proposals for all dual degree programs must include a strong curricular rationale that can support the streamlining of credit requirements in the two degrees. Dual degree programs that include a new degree program as one of the component degrees must instead be approved by the Graduate Council Program Review Committee.

Shared credit limit: A minimum of 50% of required credit hours must be unique to each degree and cannot be used for dual credit. Departments and programs may impose more stringent shared credit limits, but may not exceed the university limit.

Student admission: Students must apply to and be admitted to both degree programs. Students may be admitted directly to a dual degree program, or apply and be admitted to the second program of the dual degree program prior to completing 18 SCH in the first program. No admissions 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. International students who first matriculate in only one of the component programs must contact the International Services Center prior to applying to a dual degree program.

Academic requirements:

Formal proposals for dual degree programs must include -

1. a clear rationale for specifying whether joint or distinct documents can satisfy the thesis/dissertation or capstone requirements for each of the component programs;
2. a clear rationale for specifying whether joint or distinct examinations can satisfy the requirements for each of the component programs; and
3. specifications concerning the composition of the advisory committee, with representation from both programs.

All students must have two co-advisors, with one from each program.

Student financial support: Formal proposals for dual degree programs must include a clear structure for the financial arrangements for supported students.

Other policies:

- All standard policies apply.
- The graduate status GPA minimum must be met for both programs.
- Students enrolled in dual degree programs must have both degrees conferred simultaneously. No dual degrees will be awarded retroactively.
- Dual degree proposals must include statements concerning the handling of grievances, intellectual property issues, and the assigning of teaching “credit” and fees.

Conferral of Master's Degrees for Students in Doctoral Degree Programs

Under certain circumstances, a student making satisfactory progress in a doctoral program may be eligible to be awarded a master's degree in the same discipline. In order to be eligible for such a degree, the student must have fulfilled all of the requirements for the master's degree in the same discipline, including passing a defense exam and submitting a thesis, if so required.

In such cases:

1. The program requirements for the master's degree are governed by the requirement term used for the doctoral degree program.
2. The two degrees are not considered to be part of a formal "dual degree" program and, therefore, are not subject to the policies governing dual degree programs.
3. Courses credited towards the Master's degree are not implemented as transfer credits to another program, and therefore fall outside of the transfer credit policy.

The general restriction that no credit hours may be counted for more than two degree programs applies to these master's degrees as well.