Graduate Policy Committee
Febuary 9, 2011
10:00 – 11:30, TA 420B

AGENDA

1) Welcome and call to order; minutes review

2) Scholarly Integrity/Responsible Conduct of Research – review policy draft

3) Half-time T/D enrollment definition for the Office of Student Financial Assistance

4) Other business

5) Adjournment

Graduate Training Requirement in Academic Integrity and the Responsible Conduct of Research

Draft: 11-2.1.1

New for 2011-2012 Graduate Catalog:
http://www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700&linkidentifier=id&itemid=5700
General Graduate Policies/Academic Integrity Training (new)

WHEREAS tThe central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity; and.

WHEREAS all UCF students are expected to adhere to the essential standards of academic integrity, as outlined in the Golden Rule http://goldenrule.sdes.ucf.edu/ and its associated UCF regulations (UCF-5.008, http://www.regulations.ucf.edu/chapter5/index.html); and

WHEREAS Tto maintain this atmosphere in the UCF graduate community, it is crucial that all students are made aware of the expectations of academic integrity, the responsibilities associated with research and scholarly work, and the consequences associated with the failure to abide by these expectations; and.

All UCF students are expected to adhere to the essential standards of academic integrity, as outlined in the Golden Rule http://goldenrule.sdes.ucf.edu/ and its associated UCF regulations (UCF-5.008, http://www.regulations.ucf.edu/chapter5/index.html)**WHEREAS**. tThe advanced nature of graduate education, the higher level of scholarly and research activity associated with graduate work, and the higher level of expected behavior of students who have been awarded a bachelor's degree make it essential that additional training in the areas of academic integrity and the responsible conduct of research (RCR) be provided to graduate students at UCF; and

WHEREAS. tThis additional training will serve to guide their conduct as graduate students at UCF and provide the requisite ethical background for their future roles as leaders and educators,.

BE IT RESOLVED THAT Sstarting with the Fall 2011 term, all students newly admitted to doctoral programs will be required to complete training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research (RCR) in a manner that is consistent with federal regulations. This training will includes:

1. Completion of the on-line Collaborative Institutional Training Initiative (CITI) module of the "Responsible Conduct of Research" training module in the appropriate disciplinary area; and. This must be completed prior to the end of a student's second major (Fall/Spring) term of enrollment.
2. Completion of at least two core and two elective face-to-face ethics/RCR workshops or approved alternative training offered as a program requirement for all students in the program prior to a student's advancement to candidacy.

1. ~~This must be completed prior to the end of a student's second major (Fall/Spring) term of enrollment.~~

~~The College of Graduate Studies, working in conjunction with the Office of Research and Commercialization, will offer a series of basic core and elective ethics/RCR workshops to enable students to fulfill the requirements outlined above. These workshops and training modules are open to all UCF graduate students and postdoctoral fellows and associates. Programs are encouraged to develop alternatives for the training workshops that focus on issues of particular relevance to their specific disciplines and fields, or that better accommodate the schedules of their students. To satisfy the requirements of the workshop training, a syllabus must be submitted for review and approval by the College of Graduate Studies and the Office of Research and Commercialization prior to student attendance.~~ ~~New for 2011-2012 Graduate Catalog: http://www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700&linkidentifier=id&itemid=5700~~

General Graduate Policies/Academic Integrity Training (new)
Policy:
~~Draft: 11-2.1.2~~

Core and Elective Workshops:

All students newly admitted to doctoral programs are required to complete four face-to-face ethics/RCR workshops. The College of Graduate Studies and the Office of Research and Commercialization offer a series of core and elective workshops to enable students to fulfill this requirement. The core workshops will focus on: personal integrity in the classroom; plagiarism; data management including fabrication, falsification, and confidentiality; authorship and peer review; mentor and trainee responsibilities; collaborative research; and conflicts of interest. The elective workshops will provide more specialized training such as human subjects, animal welfare; and other areas of ethical concern unique to a discipline or research area. Students must take at least two core workshops. The workshops and CITI training modules are open to all UCF graduate students and postdoctoral fellows and associates.

Programs are encouraged to develop alternatives for the training workshops that focus on issues of particular relevance to their specific disciplines and fields, or that better accommodate the schedules of their students. Alternative training must be offered as a program requirement for all students in the program. The training content must be specified in the syllabus/syllabi of required formal courses and include the core topics listed above as well as other topics appropriate to the specific discipline. Alternative training content must be submitted for review and approval by the College of Graduate Studies and the Office of Research and Commercialization prior to student attendance.

Deadlines:

1. All academic integrity and RCR training requirements must be completed prior to a student's advancement to candidacy.
2. The CITI module should be completed by the end of a student's second major (Fall/Spring) term of enrollment.

3. All academic integrity and RCR training requirements must be completed in a manner that is consistent with federal regulations.

A doctoral student who has not completed the required training in academic integrity and the responsible conduct of research will not be advanced to candidacy.

Policy location: General Graduate Policies/Academic Integrity Training (new)
http://www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700&linkidentifier=id&itemid=5700

Table of workshops: appended

Part-time Thesis/Dissertation Hours
Original Policy: 11-3.1.0

Dissertation Requirements

See 2010-2011 Graduate Catalog: Policies/Doctoral Program Policies/Dissertation Requirements
http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Requirements

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Enrollment in Dissertation Hours

The university requires all doctoral students to take a minimum of 15 credit hours of doctoral dissertation hours; however, specific programs may require more than this minimum. Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (XXX 7980) credit hours constitutes full-time graduate status. Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (XXX 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) and continue doing so until they complete the dissertation and graduate. Students wishing to enroll in part-time hours should consult with their adviser.

Thesis Requirements

See 2010-2011 Graduate Catalog: Policies/Master's Program Policies/Thesis Requirements
http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Thesis_Requirementss

Thesis Enrollment Requirement

After completion of regular core and elective courses, master's level students may be considered full-time if they enroll in at least three semester credit hours of thesis each semester continuously (including summers) and until successful defense and graduation. This requirement does not negate other regulations regarding full-time enrollment or the requirement that all graduate students be enrolled in the term in which they graduate. Students who wish to enroll in part-time hours should consult their adviser. See Full-time Enrollment Requirements in the General Graduate Policies for more information.

Academic Integrity/ Responsible Conduct of Research Workshops
that will be Offered in 2011-12
(Actual dates and times will depend on room scheduling)

Core Workshops to be Offered Every Fall and Spring Semester		
Authorship, Credit, and Collaborative Scholarship and Research: Ethical Pitfalls to Avoid	Instructor: Dr Debra Reinhart; Office of Research and Commercialization (also professor in Civil Engineering)	Fall & Spring Semesters (2 times/ semester)
Doing the Right Thing: What Every Graduate Student Should Know About Research Misconduct	Instructor: Dr Jo Smith; Department of Public Administration (formerly with Office of Research & Commercialization)	Fall & Spring (2 times/ semester)
Data Management: Fabrication, Falsification, and Confidentiality	Instructor(s): TBA	Fall & Spring
Ethics: Personal Integrity as a Graduate Student	Instructor: Dr Nancy Stanlick, Department of Philosophy	Fall & Spring
Elective Workshops to be Offered Fall or Spring Semesters		
Intellectual and other conflicts of Interest: Your rights and responsibilities	Instructor: Douglas Backman; Office of Research and Commercialization	Fall
Intellectual Property Rights	Instructor: John Miner ; Office of Research and Commercialization	Spring
Ethical and legal issues in teaching	Instructor: Dr Nancy Stanlick; Department of Philosophy	Fall
Harassment in the laboratory and classroom	Instructor(s): TBA	TBA
Informed consent with special populations	Instructor(s): TBA	TBA
Avoiding the misuse of images in research	Instructors (All Tentative): Dr Manuel Perez, Nanoscience Technology Center & Department of Chemistry; Dr Bahaa Saleh, College of Optics; A third person to be added	TBA
Ethical Decision Making in Graduate School and Beyond	Instructor: Jennifer Wright, Director, Student Academic Resource Center	Fall & Spring