

**Graduate Policy Committee**  
**November 6, 2013**  
**10:00 – 11:30, MH 243**

**AGENDA**

- 1) Welcome and call to order
- 2) Approval of minutes from the last meeting
- 3) PhD students enrollment in multiple programs – tabled 10/16
- 4) Continuous Enrollment policies for T/D students – 4 part policy
- 5) Review of 7-yr extension due to Master’s along-the-way
- 6) GTA and non-GTA graduate teaching assistant guidelines –to be continued on 11/27
- 7) Expired course revalidation – not a formal mechanism in place. Tabled 10/16
- 8) Other issues
- 9) Adjournment

**Policy Committee:**

Cheryl Cabrera, CAH, School of Visual Arts and Design  
Yoon Choi, CBA, Finance  
Kevin Coffey, CECS, Materials Science and Engineering  
Juli Dixon, CEHP, School of Teaching, Learning and Leadership  
Steven Ebert, COM, Biomedical Sciences  
Jim Moharam, Chair, COP, Optics and Photonics  
Patrick Pabian, COHPA, Health Professions  
Jeffrey Bedwell, COS, Psychology  
Linda Colding, Libraries, Research and Information Services  
Loretta Forlaw, CON, Nursing  
Cheyenne Ro, RCHM, Hospitality Services  
Joshua Solomon, GSA  
Ross Hinkle, CGS, *ex officio*

# GENERAL GRADUATE POLICIES

## Full-time Enrollment Requirements:

A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours. There are two exceptions to this policy:

1. For master's students pursuing a thesis option, full-time enrollment is defined as 3 hours per semester (including summers, without skipping a semester) of thesis course work (XXX 6971), after completion of all course work and until graduation. Students who wish to enroll in part-time hours should consult their adviser, although students enrolling in fewer than three credit hours are not eligible for financial assistance.
2. For doctoral students who have passed the candidacy exam and are registered for doctoral dissertation (XXX 7980) hours only, full-time is 3 hours per semester until graduation. Such students must continue to enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until they successfully complete the dissertation and graduate. Students who wish to enroll in part-time hours should consult their adviser, although students enrolling in fewer than three credit hours are not eligible for financial assistance.

## Enrollment

Students must be enrolled in order to take exams, to conduct research or to use any university resources.

## Enrollment and Continuous Attendance:

Failure to enroll in three consecutive semesters (i.e. one full year) is considered non-continuous attendance. Students who are not enrolled in the university for a period of three consecutive semesters will be discontinued, will be removed from active student status, and must reapply for admission. Readmission is not guaranteed.

1. Students are expected to maintain their attendance in classes at UCF and to complete their graduate study expeditiously.
2. Students with extenuating circumstances which will compel them to be unenrolled for three consecutive semesters or more may complete a Leave of Absence Form to petition to remain in active student status. This form must be submitted no later than the end of the add/drop period of the third semester of non-enrollment. See the section below for details.

3. Because of U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Leave of Absence is only available for documented medical reasons.
4. A student who is discontinued for breach of continuous attendance will lose the option of fulfilling the degree requirements originally listed in his/her official program of study already on file, and will instead be subject to the degree requirements listed in the graduate catalog in effect at the time the student resumes his/her attendance.

## Continuous Enrollment

**Students engaged in thesis or dissertation work must be continuously enrolled every term.** Doctoral students who have begun taking dissertation hours, and Master's students who have completed their required course work and are completing their thesis requirement are required to be continuously enrolled (including summer) until the thesis or dissertation is completed. For details, see the Master's and Doctoral enrollment policies under Thesis and Dissertation Requirements. Students with extenuating circumstances which will prevent them from enrolling continuously may submit a Leave of Absence Form. See the section below for details.

## Special Leave of Absence

A Leave of Absence may be granted to a student to temporarily waive the continuous attendance requirement. It may also be used to temporarily waive the continuous enrollment requirement for thesis and dissertation students. A leave may be requested in cases where the student can demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the Leave of Absence Form. A Leave of Absence will be granted only after approval from the Graduate Program Director for the student's program of study and the College of Graduate Studies (and the International Services Center for international students). Students may request up to 6 consecutive semesters of non-attendance. For students seeking a temporary waiver of the continuous attendance policy, the Leave of Absence Form must be submitted no later than the end of the add/drop period of the third semester of non-attendance. For thesis and dissertation students, the Leave of Absence Form must be submitted when a student will not be enrolled for any length of term. For all students, the Leave of Absence Form must be submitted no later than the end of the add/drop period of the term of non-enrollment. Time spent in a Leave of Absence will not reduce the total time limitation for degree completion (see the policy regarding Time Limitation for Degree Completion in the master's, specialist, and doctoral policies). If a student fails to enroll in the semester following the last term in the approved Leave of Absence, the student will have failed to maintain continuous enrollment and must apply for readmission to the university.

## **MASTER'S PROGRAM POLICIES**

### **Time Limitation for Degree Completion**

The student has seven years from the date of admission (prerequisite, articulation, and foundation courses are exempt) to the master's program to complete the degree. In addition, no course older than seven years at the time of graduation may be used in the Program of Study for a master's degree. Students who do not maintain continuous enrollment (missing enrollment at the university for a period of three consecutive semesters) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

### **Thesis Enrollment Requirement**

After completion of other course requirements, master's level students may be considered full-time if they enroll in at least three credit hours of thesis (XXX 6971). They subsequently must enroll in three thesis hours each semester continuously (including summers) until successful defense and graduation. Students who need to interrupt their thesis work for extenuating circumstances must submit a leave-of-absence form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term on non enrollment. Students who wish to enroll in part-time hours should consult their adviser. Students enrolling in fewer than three credit hours are not eligible for financial assistance.

## **EDUCATION SPECIALIST PROGRAMS**

### **Time Limitation and Continuous Attendance**

The student has seven years from the date of admission (prerequisite, articulation, and foundation courses are exempt) to the specialist program to complete the degree. No course older than seven years, at graduation, may be used in the program of study for a specialist degree. Students who do not maintain continuous enrollment (missing enrollment at the university for a period of three consecutive semesters) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

# **DOCTORAL PROGRAM POLICIES**

## **Time Limitation and Continuous Enrollment**

A student has seven years from the date of admission to the doctoral program to complete the dissertation and the doctoral degree. No courses used in a program of study can be older than seven years at the time of graduation. Credits that are part of an earned master's degree are exempt from this 7-year expiration, including those earned "along-the-way" in a doctoral program.

Students who anticipate being out for an extended period of three consecutive semesters or longer should apply for a Special Leave of Absence no later than the end of the add/drop period of the third semester of absence. Students who do not maintain continuous enrollment without a Special Leave of Absence (see Continuous Attendance and Special Leave of Absence in the General Graduate Policies) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

## **Readmission**

If doctoral students do not maintain continuous enrollment (see Continuous Attendance in the General Graduate Policies), they must file for readmission to the university. To file for readmission, the student must complete a new online Application. For more information about readmission, refer to the Admissions in this catalog.

## **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 who need to interrupt their dissertation work for extenuating circumstances must submit a leave-of-absence form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term on non-enrollment. Students wishing to enroll in part-time hours should consult with their adviser. Students enrolling in fewer than three credit hours are not eligible for financial assistance.