

**Graduate Policy Committee**  
**February 27, 2015, 12:00, 146 CNH**  
**AGENDA**

- 1) **Welcome and call to order**
- 2) **Approval of minutes from the last meeting**
- 3) **Review of issues for the committee to consider:**
  - a. Requirement for students to be on campus to defend their thesis/dissertation – request from one of the online programs. Tabled for further information 9/10. Review on 10/8. **Postponed until after the demo.**
  - b. Review of Appeals Deadlines – appeals in terms of graduation put the committee in an awkward place. What is the latest date appeals should be reviewed? Tabled 9/10. Reviewed again on 9/17. Tabled. Discussion was held on 10/8. The majority of the appeals involve the 7 year rule. Tracy Jones will initiate a plan to put a 7 year rule notification in place. **No additional action required at this time.**
  - c. GTA and non-GTA graduate teaching assistant guidelines – graduate students who aren't on an assistantship and hired as a non GTA who volunteer to teach; some do not have GTA training. Tabled 9/10. Review again on 9/17. Tabled. Discussion was held on 10/8. **No additional action required at this time.**
  - d. Graduate Faculty Ranking for lecturers/instructors currently classified as faculty scholars – now we have ranked lecturers and instructors. Some have research assignments and are all active researchers. Should they have the option of graduate faculty ranking, not just scholars, provided they have appropriate terminal degree? **Approved wording change to include lecturers and instructors 9/10/2014.**
- 4) **Certificate Program Policy.** Discussed on 10/8 regarding course substitutions and overlapping of coursework in two or more certificates. **Jana Jasinski will compose appropriate wording to accommodate this issue and present to committee at next meeting.**
- 5) **Doctoral students enrolled in fewer than 3 hours.** The item was a request from the Appeals Committee. Some colleges have been enforcing this policy and some have not. Discussion was held. **Jana Jasinski and Tracy Jones will provide additional information and the committee will review this again at the next meeting.**
- 6) **Adjournment**

**Policy Members**

Annette Khaled, COM, Chair  
Cheryl Cabrera, CAH  
Andrew Randall, CECS  
Atsusi Hirumi, CEHP  
Jim Moharam, COP  
Kendall Cortelyou-Ward, COHPA  
Liqiang Ni, COS  
Linda Colding, LIB  
Karen Aroian, CON  
Mary Jo Ross, RCHM  
Joshua Solomon, GSA  
Yoon Choi, CBA  
Ross Hinkle, CGS, Ex officio

## STATEMENT TO CHANGE POLICY ABOUT REMOTE DEFENSE FOR THESIS AND DISSERTATION

### **From the current graduate catalog on *Masters Programs Policies*:**

#### Thesis Requirements

*An oral defense of the thesis is required. The approved thesis must be written and prepared in accordance with program, college, and university requirements. Thesis and Dissertation (ETD) describes university requirements and formatting instructions for theses and outlines the steps that graduate students must follow in order to submit their theses electronically to the UCF College of Graduate Studies.*

#### Thesis Defense

*Thesis defenses will be approved by a majority vote of the Thesis Advisory Committee. Thesis committee members who do not approve of the thesis may choose not to sign the thesis approval sheet. Further approval is required from the Dean or Dean designee and the UCF College of Graduate Studies before final acceptance of the thesis in fulfilling degree requirements.*

#### Public Access

*Students, faculty, staff, and other interested parties are strongly encouraged to attend thesis final defense sessions. Notices providing date, time, and location of such meetings must be distributed to all academic departments.*

*These sessions are educational and informative for graduate students and provide an opportunity for colleagues to observe the work of their peers. At the discretion of the Chair of the Thesis Advisory Committee, questions may be invited from the audience. That part of the session involving committee discussion leading to a vote on the acceptance of the work will be closed. Sessions may be recessed briefly to excuse visitors and the candidate before this stage begins.*

### **Propose to add the following (or something similar)**

Virtual defense of the thesis (student off-campus defense) is subject to approval by the student's thesis academic advisor and the chair of the thesis advisory committee and all committee members. This approval is contingent on the student presenting a completed checklist in which at minimum the following items are resolved: 1) Locations with Lync compatible equipment, 2) Meeting coordinator that is Lync knowledgeable, and 3) Plan for an alternative oral defense venue in the event of equipment failure. Approval for a virtual defense should be requested by the student the semester *before* the intended graduation date and should also be approved by the graduate program director/coordinator. Individual programs may add further restrictions or requirements for students to proceed with virtual defenses.

**From the current graduate catalog on *Doctoral Program Policies*:**

Dissertation Defense

*The dissertation defense is an oral presentation and defense of the written dissertation describing the student's research. The advisory committee will evaluate and judge the dissertation defense. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study. The defense is a formal academic requirement and should be accorded respect and dignity, and thus, no refreshments or other distractions should be served during the defense.*

*The dean of the college or his/her designee will normally attend all dissertation defenses. Dissertations will be approved by a majority vote of the dissertation advisory committee. Further approval is required from the Dean or Dean designee and the UCF College of Graduate Studies before final acceptance of the dissertation in fulfilling degree requirements.*

Public Access

*Students, faculty, staff, and other interested parties are strongly encouraged to attend dissertation final defense sessions. Notices providing date, time, and location of such meetings must be distributed to all academic departments.*

*These sessions are educational and informative for graduate students and provide an opportunity for colleagues to observe the work of their peers with students. At the discretion of the Chair of the Committee, questions may be invited from the audience. That part of the session involving committee discussion leading to a vote on the acceptance of the work will be closed. Sessions may be recessed briefly to excuse visitors and the candidate before this stage begins.*

**Propose to add the following (or something similar)**

Virtual defense of the dissertation (student off-campus defense) is subject to approval by the student's doctoral academic advisor and the chair of the dissertation advisory committee and all committee members. This approval is contingent on the student presenting a completed checklist in which at minimum the following items are resolved: 1) Locations with Lync compatible equipment, 2) Meeting coordinator that is Lync knowledgeable, and 3) Plan for an alternative oral defense venue in the event of equipment failure. Approval for a virtual defense should be requested by the student the semester *before* the intended graduation date and should also be approved by the graduate program director/coordinator. Individual programs may add further restrictions or requirements for students to proceed with virtual defenses.

### Certificate Program Policy Revised

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A certificate program must include a minimum of nine semester hours. The course work must consist of an integrated and organized sequence of study; course substitutions are not permitted.

No internship or independent study courses may be used in a certificate program. The use of practicum courses in certificate programs is not generally encouraged, but may be used in programs where there is a strong professional setting and on-campus faculty supervision. Alternative delivery programs are acceptable and encouraged.

~~A course may not apply toward more than one certificate program.~~ Certificate students must take the full number of required hours for a certificate program. Generally, a course may not apply toward more than one certificate program. However, if an overlap of course work occurs between two or more certificate programs for the same student, the student must complete the total required hours by taking electives approved by the program.

All courses that are offered as part of a certificate program must be graduate-level courses. Students must earn course grades of "B-" or better to get credit toward the certificate. Courses may be retaken to achieve a better grade. However, the certificate will only be awarded if the graduate status GPA in the certificate program of study is 3.0 or higher.