

**Graduate Policy Committee**  
**January 18, 2017**  
**10:30 – 11:30, GSC-Colbourn Hall**  
**AGENDA**

- 1) Welcome and call to order
- 2) Approval of minutes from Sept. 28<sup>th</sup> and Oct. 19<sup>th</sup>.
- 3) Visit 50% in one concentration revisions by Dr. John Weishampel. (John will discuss)

***John's proposed language change:***

“At least 50 percent of the credits offered for the degree are expected to be derived from a single field of concentration (i.e., one department). However, [exceptions may be made by the program director for interdisciplinary programs.](#)”

- 4) 3 credit hours of dissertation until graduation.
- 5) Zero credit hour courses.
- 6) Review of UCF online guidelines. ( Handout)
- 7) Discussion with Dr. Elizabeth Klonoff regarding annual reviews IRB rolls in committees.
- 8) Thesis and Dissertation New Statement. (Handout)
- 9) Adjournment

**Members of the Graduate Policy Committee**

Zixia Song, Chair, COS  
Yoon Choi, COB  
Paul Dombrowski, CAH  
Atsusi Hirumi, CEHP  
Jim Moharam, COP  
Kendall Cortelyou-Ward, COHPA  
Alan Fyall, RCHM  
Andrew Randall, CECS  
Meg Scharf, LIB  
Karen Aroian, CON  
Annette Khaled, COM  
Tracy Jones, ex officio, CGS  
Christopher Atkinson, GSA

## UCF Online Student Guidelines

v 2.0, 12/14/16

UCF Online is designed to serve prospective and enrolled students in exclusively online programs with comprehensive, personalized services from initial inquiry through graduation. UCF Online provides access to students seeking an excellent education from a distance while also offering a more affordable degree option.

Following are guidelines and student policies specifically related to the UCF Online program and does not replace or override other authoritative UCF publications. Students should review and be familiar with all academic, class registration, student conduct, policy, and program requirements, as well as other information contained in the various UCF student handbooks, guides, and catalogs published online. The UCF Rules of Conduct shall apply to all undergraduate students, graduate students and students pursuing professional studies, including students enrolled in UCF Online. In particular, see

- <http://creed.ucf.edu/>
- <http://calendar.ucf.edu/>
- <http://catalog.ucf.edu/> (undergraduate)
- <http://www.graduatecatalog.ucf.edu/>
- <http://goldenrule.sdes.ucf.edu/handbook>
- [http://www.students.graduate.ucf.edu/Graduate\\_Student\\_Handbook/](http://www.students.graduate.ucf.edu/Graduate_Student_Handbook/)
- Academic program student handbooks (locations vary)
- <http://registrar.ucf.edu/rovd/docs/registrationoverview.pdf>
- <http://www.sdes.ucf.edu/student-complaints-and-appeals>

### Student Eligibility

Transfer Students and Graduate Students are eligible for UCF Online programs and majors if admitted or readmitted to UCF beginning with the Fall 2015 semester, provided the student has not enrolled in a campus-based class.

First Time in College (FTIC) students are not eligible for UCF Online, but may take online classes as permissible by their major and program of study. FTIC students may pursue any of the majors as a campus-based student.

Students seeking to appeal their ineligibility for UCF Online may contact a UCF Online enrollment coach for further information.

### Undergraduate Student Change of Major

UCF Online students may change from one online major to another, and may declare and earn an online undergraduate certificate. Students may not be simultaneously active in a UCF Online major and a campus-based major. Undergraduate students who meet the eligibility qualifications may change their major from a campus-based major to UCF Online.

UCF Online students may convert to a campus based undergraduate major. However, those students may only again participate in a UCF Online major by becoming re-admitted. Campus-based students may continue to take online courses and complete UCF Online majors, but will be subject to all campus-based fees. A UCF Online student may not add a campus-based second major or earn a campus-based undergraduate certificate unless they change out of UCF Online completely.

### Graduate Student Program Changes

UCF Online graduate students may change their track within an online degree program with assistance from the College of Graduate Studies. UCF Online students who wish to add an online certificate program, or change to an alternate online degree program, must apply and be accepted. Graduate students may not be simultaneously active in a UCF Online program and a campus-based program. Graduate students who meet program eligibility qualifications may change from a campus-based program to the equivalent UCF Online program.

UCF Online students may convert to a campus-based version of their graduate program. However, those students become ineligible to again participate in a UCF online plan without a new graduate program admission. Campus-based students may continue to take online courses and complete UCF Online programs or majors, but will be subject to all campus-based fees. A UCF Online student may not add a campus-based graduate certificate program unless they change out of UCF Online completely.

UCF Online graduate students in special tuition programs have additional restrictions on eligibility for other UCF programs.

### Class enrollment restrictions

UCF Online students may not enroll in classes with scheduled face-to-face meetings. This includes classes coded P (face-to-face instruction), and M (Mixed mode/reduced seat time). When logged into the portal at <https://my.ucf.edu/>, only online courses in the class schedule are visible to UCF Online students. See <https://online.ucf.edu/online-programs/types-of-courses-at-ucf/> for more information on UCF course modalities, and the types of online courses (W, V, and RV) open to UCF Online students.

UCF Online students in special tuition graduate programs have additional restrictions and may only enroll in UCF classes that are a part of their program.

### Fee waivers

Students enrolling in a UCF Online program will receive a waiver of the following per credit-hour campus-based fees.

- Activity and Service Fee
- Transportation and Access Fee
- Health Fee
- Athletic Fee
- Technology Fee

Undergraduate students who do not qualify for Florida resident tuition receive a significant discount in their per credit-hour non-resident fee.

All UCF student tuition and fees are available at <http://tuitionfees.ikm.ucf.edu/>. See <http://www.ucf.edu/online/costs/> for a summary of UCF Online fee savings.

### Immunization requirements

UCF Online students are not required to submit proof of immunizations. However, all students must submit the Mandatory Immunization Health History form, along with the completed waivers for Meningitis and Hepatitis B. Students who change out of UCF Online into a campus-based program or major become subject to the required proof of immunizations in order to enroll in further classes.

Some UCF Online programs, such as those with field clinical requirements, may require proof of immunization.

### Student Services

UCF Online student have full access and privileges to many UCF resources, including:

- Success Coaches
- Academic Advising
- All Library Services
- Student Academic Resource Center
- University Writing Center
- Experiential Learning and Internships
- Career Services
- UCF Bookstore
- Technology Product Center
- ID Card Services (in person or by mail)
- Student Accessibility Services

### Service Restrictions

Some campus resources and services are supported by student fees that are waived for UCF Online students. Therefore, the following resources and services are restricted or limited for students who don't pay those fees:

- Primary care visits and discounts at Student Health Services.
- Routine counseling and psychological services.
- Recreation and Wellness Center services and programs.
- UCF Athletics discounts and activities, including intramurals and intercollegiate athletics.
- Certain Services from the Student Government Association and the Office of Student Involvement. Contact SGA (<https://ucfsga.com/>) or OSI (<http://osi.ucf.edu/>) for more information.

### International Students

UCF Online programs are open to students not residing in the US. No presence or travel to the UCF campus is required to complete the programs, so no Visa is required. International students that are residing with F-1 Visas are not eligible for UCF Online programs due to their campus class attendance requirements

### Graduate Assistantship Restrictions

UCF Online graduate students are not eligible for graduate assistantships or graduate teaching assistantships.

### Housing Restrictions

UCF Online students are not eligible for on-campus student housing.

## **Thesis and Dissertation – policy change**

**Source:** Thesis and Dissertation Manual, page 16

**Topic:** Abstract

### **Current statement:**

The abstract page is required for all manuscripts. It is an essay-style summary of the purposes, methodology, findings or results, and conclusions, and cannot contain tables or figures of any kind.

- Double-space the abstract text
- Center the heading ABSTRACT, without punctuation, at the top margin
- If more than one page is necessary, do not repeat the heading or use the word *continued*

### **New statement:**

The abstract page is required for all manuscripts. Its purpose is to briefly summarize:

What did you do?

Why did you do it?

How did you do it?

What did you find?

Why is your study useful, important, and unique?

Your abstract is limited to one paragraph of 300 words or less and should use the keywords that will help readers find your study through online search engines. It cannot contain formulas, equations, figures, references, footnotes, or special characters.

## Thesis and Dissertation – policy change

**Source:** Thesis and Dissertation Manual, pages 5, 27-29

**Topic:** Alternative Organization for Body Chapters

### Current statement:

Often the student's thesis/dissertation research is conducted as part of a major research grant or contract, or even as part of some collaborative research program. The faculty advisers are likely to encourage these students to report their research results as soon as possible, the result being that students may have the opportunity to publish material prior to preparing the thesis/dissertation. In such cases, pre-press, in-press or previously published materials may be incorporated into the thesis/dissertation if approved by the student's advisory committee and formatted in accordance with all requirements specified in this document.

For master's students, this alternative manuscript format may include one or more full-length papers (published and/or to be published) that are joined through introductory and/or transition sections. For doctoral students, this alternative manuscript format may include two or more full-length papers (published and/or to be published) that are joined through introductory and/or transition sections.

### General Guidelines for Alternative Organization

Should the student's advisory committee agree on the inclusion of pre-press, in-press or previously published materials, UCF Graduate Studies requires the following:

- All articles/chapters to be included in the thesis/dissertation must have a common thread and must study a common problem: Collections of unrelated papers are not acceptable
- The inclusion of any articles that are previously published, in press, or accepted for publication requires that the student obtain permission from the copyright holder. The copyright release/permission letter(s) should be included with the thesis/dissertation in an appendix
- A statement disclosing previous publication must be placed at the beginning of or in a footnote on the first page of each chapter or section with previously-published content
- The statement should include the author name(s), publication name, edition, and date of publication; pending publications should list anticipated edition and/or dates
- Co-authored material will only be considered if:
  - The thesis/dissertation advisory committee agrees that the student is primarily responsible for the article's content
  - Those portions and materials contributed by the student are identified
  - Permission is granted by the co-author(s)
  - The program or department approves the inclusion of the articles in question
- No multiple-authored theses/dissertations are acceptable
- Only articles that the student prepared while working as a UCF student will be acceptable for inclusion in the thesis/dissertation
- A single abstract and introduction chapter are required even if individual chapters have their own abstract and introduction
- References for previously-published sections can be collected by chapter or in one references section at the end of the document

See Appendix D for examples of Alternative Manuscript Organization examples.

## **Appendix D**

### **Models for Alternative Manuscript Organization**

Students may choose one of the following formats to organize their manuscript body chapters. Additional models may be adopted for various formats of multiple experiment studies.

#### (1) Independent Experiments

General Introduction

Experiment A

Introduction  
Methods and Materials  
Results  
Discussion A

Experiment B

Introduction  
Methods and Materials  
Results  
Discussion B

Experiment C

Introduction  
Methods and Materials  
Results  
Discussion C

General Discussion

The general discussion should address the interrelation of the three experiments (A, B and C) and their relation to the overall theme of the study.

#### (2) Interdependent Experiments

General Introduction

Introduction A  
Experiment A  
Methods and Materials  
Results  
Discussion A + Introduction to B

The discussion has a dual role: (a) to discuss the previous experiment(s) and (b) to provide the background for the next set of experiments.

Experiment B

Methods and Materials  
Results  
Discussion B + Introduction to C



### Experiment C

- Methods and Materials

- Results

- Discussion C

### General Discussion

The general discussion is not an equal treatment of the previous experiment A, B and C, because the discussion after each experiment has been cumulative.

### (3) Independent-Related Experiments

A series of experiments may be independent experiments but too closely related to be treated as separate experiments.

### General Introduction

### Methods and Materials

- Common to experiment A, B and C

  - Specific to experiment A

  - Specific to experiment B

  - Specific to experiment C

### Results

- Experiment A

- Experiment B

- Experiment C

### Discussion

- Experiment A

- Experiment B

- Experiment C

### General Discussion

The general discussion should address the interrelationships among the experiments of A, B and C.

## **New statement:**

### **Paper/Article Organization**

Pre-press, in-press or previously published materials may be incorporated into the thesis/dissertation if approved by the student's advisory committee and formatted in accordance with all UCF requirements.

Doctoral students may include two or more full-length papers that are joined through introductory and/or transition sections.

Master's students may include one or more full-length papers that are joined through introductory and/or transition sections.

### UCF Requirements for Paper/Article Organization

- Only papers/articles based on work begun, performed and completed while a student in a UCF master's or doctoral program will be acceptable for inclusion in the thesis/dissertation.
- All papers/articles/chapters in the thesis/dissertation must have a common thread: Collections of unrelated papers are not acceptable.
- A single abstract and introduction chapter are required even if individual chapters have their own abstract and introduction.
- References can be collected by chapter or in one references section at the end of the document.
- The inclusion of any articles that are previously published, in press, or accepted for publication requires that the student obtain permission from the copyright holder.
  - The copyright release/permission letter(s) should be included with the thesis/dissertation in an appendix.
  - A statement disclosing previous publication must be placed at the beginning of or in a footnote on the first page of each chapter or section with previously published content.
  - The statement should include the author name(s), publication name, edition, and date of publication; pending publications should list anticipated edition and/or dates.
- Co-authored material will only be considered if:
  - The program or department approves the inclusion of the paper/article in question.
  - The thesis/dissertation advisory committee agrees that the student is primarily responsible for the paper/article content.
  - The portions and materials contributed by the student are identified in a statement placed at the beginning of or in a footnote on the first page of the chapter or section.
  - Permission is granted by the co-author(s).
- No multiple-authored theses/dissertations are acceptable.