

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of January 08, 2009 meeting

**Members Present** Patricia Bishop, John C. Bricout, Jim Moharam, Saleh Naser, Michael Stern, Vicky Zygouris-Coe

**Recorder** Denise Chelmsford

**Staff Members** Tracy Jones

1. Dr. Moharam, chair, called the meeting to order at 10:05. He asked for a motion to approve the minutes. A correction to the attendees was pointed out. There was a motion made, seconded and approved by voice vote with the one correction noted.
2. Dr. Naser was introduced to the group as the representative from the College of Medicine.
3. Dr. Stern asked about the program of study (POS), how formalized it needed to be, should it be developed at the same time as the transfer work is decided upon, and if there should be a policy establishing a deadline for creating a program of study. The committee discussed their experiences with the development of a program of study. Dr. Bowden suggested requiring all programs to have a POS and a deadline for submission to the College of Graduate Studies for placement in the student's permanent file. Dr. Bishop raised the issue that not knowing what courses would be offered made it difficult to create a POS. Dr. Moharam suggested that the committee finalize the transfer credit policy prior to tackling issues concerning programs of study.
4. Dr. Moharam introduced a summary of issues that were previously mentioned regarding transfer work as a foundation for discussion. The committee decided to distinguish the transfer policies affecting different categories of students, and focused the initial discussion on transfer of credits into Master's programs.
5. Dr. Bishop stated that transfer credits from a UCF Ph.D. program to a Master's program is handled by appeal. The committee agreed to continue that policy.
6. Dr. Bishop noted that a policy is needed for dual degree programs.
7. The committee discussed the transfer of 9 credit hours of formal coursework into master's programs and if this limit should change depending on the number of credit hours required in the program. The committee agreed to stick to 9 SCH for transfer of work into a Master's program prior to admission to that program. The committee also agreed that transfer credits be allowed only for formal coursework, not SCH earned in research and/or thesis. The committee confirmed existing policy that sets a limit of 9 hours of transfer credit into a graduate program from graduate level courses taken while in undergraduate status. It was noted that undergraduates taking 5000-level classes are automatically considered "senior scholars."
8. The relationship between thesis vs. non-thesis degrees within a program was discussed. Since these are the same degree and program, this is not a problem of transfer credit. The committee confirmed, however, that thesis SCH cannot be substituted for formal coursework requirements.
9. The committee reaffirmed the ability to transfer in certificate hours up to the entire amount of the certificate, but stressed that this was at the discretion of the program. The committee approved a revision of the policy language to require this policy to apply only to certificates "within the same disciplinary area."
10. The committee then took up the issue of transfer credit into Doctoral programs. SACS requires that at least 50% of the work for the degree be taken at UCF. The committee was reminded of their approved language for minimum doctoral program requirements: 27 SCH of formal coursework, 15 SCH of dissertation, 30+ other.
11. The committee discussed the possible need for either a percentage of the program requirements that could be transferred or a separate policy for doctoral programs that do/do not require a master's degree prior to admission. The committee discussed standardizing the catalog for post-master's SCH requirements. Dr. Sepulveda brought up the question of whether transfer work should only include formal (graded) coursework, and the committee discussed the transfer of credit hours in research or thesis from an earned degree.
12. Dr. Sepulveda asked about transfer work from an earned degree that is over 7 years old.
13. Dr. Moharam indicated that the transfer work discussion will continue during the next meeting. The meeting adjourned at 11:30.

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