

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of November 18, 2009 meeting

**Members Present** Patricia Bishop, Deborah Breiter, John C. Bricout, Jacquie Byers, Christopher Geiger, Jim Moharam, Eduardo Mucciolo, Eladio Scharron, Michael Stern

**Recorder** Rhonda Nelson

**Staff Members** Tracy Jones

Dr. Moharam, chair, called the meeting to order at 3:30 p.m. A quorum was established. The minutes from the October 14 meeting were approved by voice vote.

**Review and vote on approval of transfer credit policies:** The highlights of the draft changes were: (a) 15 SCH limit on internal transfer into doctoral degrees for students without an earned degree; and (b) 50% limit for doctoral degrees, even in the case of an earned master's degree and earned UCF graduate certificate. Dr. Stern explained these two points and indicated that the changes that were made to the documents reflect these points. Dr. Bishop stated that these policies were shared with the College Graduate Coordinators at their meeting this morning. The College Graduate Coordinators thought the policies should be able to be implemented and suggested that students should not be able to petition for transfer of grades less than a B-.

The committee agreed with the College Graduate Coordinators that students should not be able to petition for transfer of grades less than a B-. However, they did not approve of indicating point by point within the document which policies were eligible to be petitioned and which were not.

The committee discussed the 9 SCH external transfer credit limit for master's programs with a high number of required credits. Dr. Byers indicated that she felt that 9 hours was a fair amount. The committee agreed to leave the 9 SCH limit; in exceptional cases, students in such programs can petition for additional transfer credit approval.

The committee agreed to request input from the programs prior to submitting the revised policies to the Steering Committee early next year as an informational item. If approved, the policies would go into effect for all students starting summer 2010. After reviewing the policy tracking form, a motion was made and seconded to approve the revised transfer credit policies.

**Traveling scholars:** The College Coordinators asked that this policy be made consistent with the policy requiring a B- or higher for transfer work. The committee agreed to add clarifying language to this effect in the policy. Dr. Moharam stated that this minor clarification would not need to go through the Steering Committee.

**UCF policy for Z (grade) for academic dishonesty:** A handout was distributed and Dr. Bishop shared that the Ethics Task Force Committee has proposed consideration of the adoption of a university-wide Z grade policy. A lengthy discussion was held on this, and the committee questioned whether all points were relevant for graduate students. Several colleges shared how they deal with this situation currently. Dr. Moharam questioned if we were required to adopt this or could we use this as a guideline and develop something relevant for graduate students. Dr. Bishop indicated that we could look at other options. Dr. Byers indicated that there would be some issues with this where international students were involved, as some of their programs were lockstep. Dr. Breiter indicated that the faculty have some options now in dealing with these issues and quite a bit of leeway. Dr. Stern pointed out that this gives faculty an additional option of why a student is failing a class. He also said two items to consider would be grade forgiveness and removal of a grade. Dr. Bishop asked the committee what they thought about having a first and second violation and making a distinction between the two. Dr. Breiter said if a student was found guilty of dishonesty and given a Z grade that the grade should stay on their record. It was noted that with some programs, only one violation may be cause for dismissal from the program. Dr. Stern asked if this should be flagged on the transcript. Dr. Bishop indicated that Dr. Alison Morrison-Shetlar could meet with the group regarding this. The committee was in favor of inviting her to an upcoming meeting.

**Outside member for Dissertation Advisory Committee:** Dr. Moharam pointed out that this item was a carryover from last year. A discussion began on what constituted outside members. Dr. Stern then posed two questions: 1) what is the role of the outside member; and 2) was there a university-level need for an outside reader considering the variations in defining what "outside" meant for committees in different programs. Dr. Breiter shared how they handled outside members in the hospitality management track. Dr. Byers said it was important to have outside expertise in method or content in their college. Dr. Stern shared that the major questions that he received on this were who can serve, who is inside, and who is outside. Dr. Stern then raised the question whether it would hurt the committees if the outside member was eliminated. Some colleges indicated no. Dr. Bricout commented that it was important in their college to build links with people inside their college. For Nursing, it was important to keep the external person. The committee agreed to leave the outside member requirement in the policy, but allow the programs to define what constitutes an outside member. Several other changes were made to the policy for clarification. Language will be added to the program directors and faculty handbooks to clarify how to satisfy outside member selections. Program handbooks should also include this for clarification to students.

**Adjournment:** The committee will begin to review the dual degree policy at the next meeting. The meeting was adjourned at 5:00 p.m.

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