

UCF Graduate Council

[Home](#) > [Policy](#) > [Minutes](#)

GRADUATE POLICY COMMITTEE MINUTES

Minutes of October 02, 2013 meeting

Members Present Jeffrey Bedwell, Youngsoo Choi, Kevin Coffey, Linda Colding, Steven Ebert, Loretta Forlaw, Jim Moharam, Cheyenne Ro

Recorder Rhonda Nelson

Staff Members Tracy Jones, Max Poole

Welcome and call to order: Chair Moharam called the meeting to order and a quorum was established. Dr. Moharam welcomed everyone and introductions of the members followed. A copy of the duties and responsibilities of this committee (taken from the Faculty Senate website) were distributed.

Call-in from committee members. Chair Moharam polled the members as to whether absent members should be allowed to participate and vote via telephone. The committee approved voting privileges for members calling in to the meetings.

Issues for this year. Chair Moharam indicated that he had met with Dr. Hinkle last week to review agenda items for the coming year. The agenda items had been collected by Dr. Stern before he left and some were carryovers from the previous year. The chair encouraged everyone to review the list and to also talk with colleges to see if additional issues should be added. A review of the agenda items followed:

- A. **GTA and non-GTA graduate teaching assistant guidelines.** This discussion will center around those graduate students who teach and assist with grading and are not official GTAs. They are either hired as GAs, GRAs, or OPS-Grad, OR are volunteers and they receive no GTA or FERPA training. There is no current policy requiring them to have such training. There are approximately 900 undergraduate and graduate students who assist in the teaching mission of UCF and most receive no GTA or FERPA training.
- B. **Expired course revalidation.** Not a formal mechanism in place. It was pointed out that some universities have a policy in place. Dr. Poole suggested that it would be good to also invite Winston Schoenfeld, Appeals Committee Chair, when this item is discussed. Chair Moharam will check with Julie Dixon for some examples on this one.
- C. **Continuous enrollment policies for T/D students.** This discussion will center around the continuous enrollment policy that requires enrollment in the summer. Some students violate the policy by not enrolling in the summer but complete their candidacy requirements in the summer. These students then have to do a retroactive summer registration in order to file both their candidacy documents and their thesis/dissertation committee forms. The retroactive tuition is usually not covered by a department or investigator and requires a great expense for those who were not Florida residents. Dr. Moharam has a draft policy handout that will be distributed when this policy is discussed.
- D. **Can doctoral programs restrict students from getting a master's in another program.** This issue involved PhD students working on a master's outside of their own program and not informing their initial program of the second program. There is currently no policy in place for students who sign up for multiple degree programs. Much discussion followed. A list of comments and concerns are as follows:
 - A major consideration was the difference between a student receiving financial and tuition support in his/her doctoral programs while taking courses in the second program and then leaving the doctoral program, versus the student who is self-supporting and wants to take another program.
 - Doctoral programs have an obligation to monitor the progress of all students toward their degree whether they are enrolled in multiple programs or not.
 - Some students enroll in a new program and do not tell their current program advisor.
 - Some are not taking courses in their primary program and only taking courses in their secondary program.
 - A comment was that students have a responsibility to maintain their work in their primary program.
 - A question was raised about whether a program should be at least notified (and perhaps have approval authority) before a student enrolls in a master's program concurrent with the PhD.
 - One member indicated that if their department was funding the student, they would want to know.
 - It was pointed out that this should be an academic progress issue and not a funding issue.
 - A comment was that this was more of a programmatic issue and the problem was when a student was independently doing this.
 - A suggestion was that this issue be addressed in the initial assistantship contract with the student.
 - A question was raised on what role the program should play and if they should have authorization to restrict this so that students could not take another program.
 - Several felt that the program should not have authority over students wanting to take another program.
 - Several felt that the students' progress should be monitored.
 - The committee was in general agreement that the program should be informed when a student was enrolling in another program.
 - One suggestion was to send an email to program directors and advisors after drop/add to inform them of the students that were enrolled in two programs.

- Ms. Jones indicated that appropriate notifications could be prepared informing programs of when students are admitted to second programs..

The committee was in general agreement on the following statement: the feeling of this committee is that students who enroll in multiple programs should not be restricted from doing so but all programs should be informed when a student is enrolled in multiple programs. Dr. Moharam indicated that a formal note would be prepared for the next meeting and a vote would be taken.

- E. Review of 7-yr extension due to Master's along-the-way.** Dr. Moharam mentioned this issue. How difficult to distinguish independent earned master's degrees from the masters along the way. The issue from a policy perspective (the primary degree the student was admitted to was a doctoral degree, which should be completed in 7 years, not 7+ due to a masters along the way). For the students that have already completed a master's, this would not be a problem. This may be added to the list as time allows.

Certificate policy: explicit policy on independent study. It was pointed out that this issue was addressed at the October 3, 2012 meeting and the committee was satisfied with the current policy language that prohibits the use of independent study hours in certificates.

Announcements and adjournment. Dr. Moharam reminded the committee to bring forth any new issues for the next meeting. The meeting adjourned at 11:30 a.m.