

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of January 20, 2016 meeting

Members Present Karen Aroian, Yoon Choi, Kendall Cortelyou-Ward, Alan Fyall, Atsusi Hirumi, Annette Khaled, Jim Moharam, Meg Scharf

Recorder Michele Pozdol

Guests Present Ross Wolf

Staff Members John Weishampel, Jana Jasinski

Welcome and call to order. Chair Khaled called the meeting to order and a quorum was established.

Approval of minutes from the last meeting. The minutes from our last meeting were reviewed and approved.

Doctoral students enrolled in fewer than 3 hours-This item was a request from the Appeals Committee. This was a carryover from last year. Some colleges have been enforcing this policy and some have not. (Approved on 1/20) Based on discussion from the last meeting, Dr. Khaled drafted a statement with modifications to be included in the catalog section on full time hours. This draft was reviewed in December by Dr. Jasinski. A lengthy discussion of the draft followed with several ideas and topics being discussed. It was also pointed out that this would pose a problem with financial aid for those students taking less than 3 hours. International students are required to be full-time. The original suggestion from Dr. Shah of taking 3 credit hours until the defense, then allow 1 credit hour after that was agreed upon with the recommendation for modifications be made to the catalog section on continuous enrollment instead of full-time hours. During the meeting, Dr. Khaled drafted a new policy statement and shared with all members, including those calling in. With some minor changes, the committee voted and approved the new policy. The new policy for thesis enrollment requirements and dissertation enrollment requirements will be added to the Graduate Catalog next submission. Dr. Jasinski would follow up to identify any other areas in the catalog that mention the enrollment policy. See the new wording shown in red for both dissertation and thesis enrollment new requirements:

Enrollment in Dissertation Hours

The university requires all doctoral students to take a minimum of 15 credit hours of doctoral dissertation hours; however, specific programs may require more than this minimum. Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (XXX 7980) credit hours constitutes full-time graduate status. Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (XXX 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until completion of minimum program coursework and dissertation hours. After which, with approval of the dissertation chair or advisor, students may enroll in minimum of one dissertation hour per semester. Students who need to interrupt their dissertation work for extenuating circumstances must submit a Leave of Absence Form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.

Thesis Enrollment Requirement

After completion of other course requirements, master's level students may be considered full-time if they enroll in at least three credit hours of thesis (XXX 6971) hours only. They subsequently must enroll in three thesis hours each semester continuously (including summers) until successful completion of minimum program coursework and thesis hours. After which, with approval of the thesis committee chair or advisor, students may enroll in minimum of one thesis hour per semester. Students enrolled in thesis hours simultaneously with coursework hours must be enrolled in a combined nine credit hours to be considered full time for the fall and spring semesters, or six credit hours to be enrolled full time in the summer semester. Students who need to interrupt their thesis work for extenuating circumstances must submit a Leave of Absence Form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.

Graduate Admissions and Retention Committee (GARC)-Changing policy regarding the requirements to complete graduate certificate within 3 years as opposed to the 7 years for master's degrees for those students who are matriculated into a master's degree. (Approved on 1/20). Dr. Hirumi stated that both 3-year and 7-year certificate programs have similar course requirements, so it doesn't make sense to have the 3-year completions requirement but only to have the 7-year completions requirement. Dr. Hirumi pointed out there are more appeals from students in a 3 year certificate. The committee approved the motion on the certificate change, but Dr. Khaled stated that she would follow up with this topic at our next meeting, because there could be repercussions not know at the time the committee voted on the policy change. Dr. Jasinski stated she

would follow up with graduate studies about any potential problems and where in the Graduate Catalog these changes would be made.

Other issues. None

Adjournment. The meeting adjourned at 11:30 am. The next meeting is set for February 3.

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