

April 6, 2022, • 10:30 am • Zoom Meeting

MINUTES

**Members Present:** Keith Koons (CAH), Robin Back (RCHM), Laurie Neely (CHPS), Stacy Barber (COS, **Chair**), David Mohaisen (CECS), Uluc Aysun (COB), Jim Moharam (COP), Ann Shillingford-Butler (CCIE), Annette Bourgault (CON), Barbara Fritzsche (CGS), Devon Jensen (CGS), John Weishampel (CGS), Jennifer Parham (CGS)

**Guests Present:** Elizabeth Klonoff (CGS), Sevil Sonmez (COB), Natasha Stubbs (CGS), Jamie Kosnosky (CGS), Tonya Walker (COS)

**Recorder:** Michele Pozdroll

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**Welcome and call to order**

The meeting was called to order at 10:30 am by committee chair Dr. Barber. A quorum was established.

Approval of minutes from March 23, 2022

**Transfer Credit Policy**-The committee reviewed the new language draft provided by Dr. Fritzsche. After discussion and edits the committee voted to approve the following items.

Paragraph 1 approved language: ***Receipt of a graduate degree from UCF indicates that a student has completed most of their graduate training through classroom, research, and practical experiences at UCF and that the graduate training they received reflects current knowledge in the field. Graduate program directors have the responsibility to ensure graduate program quality by reviewing transfer credit requests, including courses taken at external institutions or at UCF prior to admission in the graduate program. Thus, a graduate program can decide to be more restrictive than the transfer credit limits described here.***

Paragraph 2 approved language: ***To request transfer credit, the student should submit a Plan of Study (POS) during their first semester of enrollment (i.e., their admit term). Requests must be received by the end of the semester following the admit term. Transfer credit requests are made to the Graduate Program Director, who will review the student's transcript and the associated syllabi to decide if the transfer course(s) are equivalent to the course(s) required by the graduate program. Some syllabi may require an additional review by faculty with relevant expertise to determine equivalency. The POS must then be submitted to the College of Graduate Studies for review and approval. The following limits apply to transfer requests for degree programs (refer to the Graduate Certificate Policies for transfer of credit to graduate certificates).***

Item #1 and # 2 approved language:

- 1. The total number of transfer credits cannot exceed 50% of the UCF degree requirements, and at least 15 credit hours of graded (A-F) courses must be taken at UCF once admitted. The only exceptions to this rule are listed in #6 below.***

*Notes: Item # 1 some committee members stated concerns regarding the 15 credit hours. Dr. Barber proposed to hold off on implementing this policy, but we move forward with a vote on #1. We can revisit if needed after Dr. Fritzsche does her research on current program requirements.*

- 2. Only graduate-level courses with a grade of 'B' or higher can be transferred. No Satisfactory/Unsatisfactory or Pass/Fail courses can transfer. Internal transfer courses (i.e., courses taken at UCF) will appear as a graded course on the transcript. External transfer courses will appear with a "T" on the transcript.***

Next meeting the committee will continue discussions on the language draft, starting with item #3.

The meeting was adjourned at approximately 11:25 am. The next meeting will be held on April 6, 2022.