

Graduate Council Policy Committee

April 20, 2022, • 10:30 am • Zoom Meeting

MINUTES

Members Present: Keith Koons (CAH), Robin Back (RCHM), Stacy Barber (COS, **Chair**), Uluc Aysun (COB), Jim Moharam (COP), Annette Bourgault (CON), Claudia Andl (COM), Ann Shillingford-Butler (CCIE), Barbara Fritzsche (CGS), Devon Jensen (CGS), Jennifer Parham (CGS)

Guests Present: Elizabeth Klonoff (CGS), Sevil Sonmez (COB), Alan Fyall (RCHM), Natasha Stubbs (CGS), Brandy Pieper (CGS), Tonya Walker (COS), Anastasia Salter (CAH)

Recorder: Michele Pozdroll

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 April 6, 2022

Transfer Credit Policy item all new wording was discussed and approved by all committee members. This new wording that Dr. Devon Jensen provided will be added to the catalog.

“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 a 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.

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 their admit term. Transfer credit requests are made to the Graduate Program Director, who will review the student’s transcript and the associated 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):

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.
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.
3. Transfer of international credits may be permitted with the required Josef Silny and Associates, Inc. or World Education Services (WES) transcript evaluations (see Admissions Equivalency Information). For a graduate-level course to be considered for transfer, the course should have an equivalent course in the program at UCF. To help the graduate program director decide whether a course is equivalent to the course offered at UCF, the student should provide an official transcript listing the course name and number, and a syllabus for the course to be considered for transfer. If the official transcript or syllabus are not provided by the international institution in English, the student should provide a translation performed by a certified

translator at the issuing institution, government agency, or by a translator certified by the American Translators Association.

4. Courses older than 7 years cannot be transferred. Once transfer credit has been approved, it is valid if the student maintains continuous enrollment in the graduate program. If the student is readmitted after discontinuation or dismissal, the student must initiate a new transfer request.
5. Transfer requests to satisfy Core course requirements or Restricted Electives within the associated UCF degree must include relevant syllabi, and graduate program directors must certify that the courses taken represent current knowledge and are equivalent in content to the courses offered at UCF.
6. There are 4 exceptions to this policy as written:
 1. Unless part of an approved dual degree program, a maximum of 9 hours may be used to fulfill the requirements of 2 master's degrees. In no case can hours be used to fulfill the requirements of more than 2 degrees.
 2. Unless part of an approved accelerated program, a maximum of 9 hours may be used by a student taking graduate courses while in undergraduate status at UCF.
 3. When doctoral programs require a master's degree for admission, credits from the required, earned master's degree may not be used as transfer credits.
 4. To minimize disruption to the student's research and progress to degree, graduate students recruited to transfer to UCF when their faculty supervisor is being hired by UCF from another institution may transfer up to 66.7% of the total degree requirements if all other transfer requirements are met. In this case, the student's transfer must be requested by the faculty supervisor being hired by UCF (rather than initiated by the student). This exception still requires the student to complete the following at UCF: a minimum of 9 hours of graded coursework, the requirements for Doctoral Candidacy, and a minimum of 15 hours of dissertation.

Committee had a brief discussion but did not vote on revoking admissions and graduate certificate policies. Both discussions items will be added to Fall 22 agenda.

The meeting was adjourned at approximately 11:30 am.