



Graduate Council Policy Committee

Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Policy Committee submits to Faculty Senate Steering Committee for approval; 4) Faculty Senate Steering Committee submits to Faculty Senate, if appropriate; 5) the Faculty Senate submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request: new modification deletion

Policy Reference No.: _____ Year Submitted: _____

Intent of Policy:

Version: _____ Final: _____ Draft: _____

Date sent to Faculty Senate Steering Committee: _____

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council Policy Committee: _____ Date: _____

Faculty Senate Steering Committee: _____ Date: _____

Faculty Senate: clarification of policy only _____ Date: _____

Academic Affairs: _____ Date: _____

Course category definitions:

Note: Please see Policies for proper use of hours that can be applied to degrees.

Independent Study (XXX 6908)

A course of study created outside of the standard-format formal courses offered by the University. Independent Study must have a formally-defined core of knowledge to be learned by the student(s). The core of knowledge to be learned by the student(s) must be specified in written form and approved by the student(s), the instructor, and the program coordinator prior to enrollment in Independent Study.

Directed Research (XXX 6918) – graduate level research/scholarly work

Research hours taken at the graduate level. These can include laboratory rotations in addition to standard research and scholarly endeavors directed toward completion of a project.

Doctoral Research (XXX 7919) – doctoral level research/scholarly work

Research hours at the doctoral level taken prior to passing candidacy. These can include laboratory rotations, preparation for candidacy exams, or standard research and scholarly endeavors directed toward completion of a project or a dissertation.

Doctoral Dissertation (XXX 7980)

Research or scholarly hours taken after advancement to candidacy and directed toward completion of a dissertation.

Thesis (XXX 6971)

Research hours directed toward completion of a thesis.

“Courses”

All enrollment hours with an official class number.

Formal courses

Existing UCF courses that involve standard class instruction of a defined body of disciplinary knowledge. These courses involve interactions between a formal course instructor and the students that make up the class, and can be traditional, face-to-face courses, web courses, and media-enhanced courses. Such classes include both core/required courses as well as elective courses, seminar courses and independent study courses (XXX 6908), but are distinguished from the various categories of individualized research and scholarly courses.

Core/Required courses

Courses that cover a certain body of knowledge that is central to a program of study. These courses must be taken to fulfill degree requirements, and may only be substituted by equivalent formal coursework.

Elective courses

Courses that cover a certain body of knowledge that is important, but optional for a program of study.

Internships (XXX 6946)

Courses that provide training experiences for students in their discipline. It is not a “formal course”, but may be a required element of some programs.