



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: _____

UCF Graduate Program Requirements

Policy: 09-3

Master's Program Policies

Program Requirements

The program requirements for a master's degree may include core and elective courses, seminars, independent study, directed research, and thesis research.

- A minimum of 30 semester hours of post-baccalaureate, graduate work (5000-level or higher) is required and must be taken as part of an approved graduate program of study. Some programs require more than the minimum of 30 hours because of the nature of the discipline and the standards of the associated profession.
- At least half of the credit hours used to meet program requirements must be at the 6000 level.
- Only graduate-level work with a grade of "C-" or higher may be used to satisfy degree requirements.
- For the master's degree, at least 24 semester hours of core and elective courses must be earned exclusive of thesis and research.
- In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion.
- At least 50 percent of the credits offered for the degree must be in a single field of concentration.
- A research report, capstone course, comprehensive exam, or other culminating experience that demonstrates that graduate students have engaged in independent learning is required in a nonthesis option master's program. An explanation of how the culminating experience promotes independent learning is required in each program's curricular description.

Independent Study Hours

Independent study (XXX 6908) may be taken for a total of no more than six semester hours.

Thesis Enrollment Requirement

After completion of regular core and elective courses, Master's level students may be considered full-time if they enrolled for at least three semester credit hours of thesis each semester

continuously (including summers) and until successful defense and graduation. This requirement does not negate other regulations regarding full-time enrollment or the requirement that all graduate students be enrolled in the term in which they graduate. (See Registration in Term of Graduation in the *Graduate Catalog*.) Students who wish to enroll in part-time hours should consult their adviser.

Doctoral Program Policies

The primary objective of doctoral study is to educate students to a point of excellence in conducting, disseminating, and applying scholarly research, with the explicit goal of making original, substantive contributions to their degree discipline. The advanced nature of doctoral education requires student participation, debate, evaluation, and discussion of diverse ideas and approaches. Careful analysis, independent research, and greater understanding and application of ideas are also expected.

Program Requirements

The doctoral degree program requirements will consist of core and elective courses, seminars, directed and doctoral research, independent study, and dissertation research.

- Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree or a minimum of 42 semester hours of graduate credit beyond the master's degree; these graduate credits must be taken as part of an approved graduate program of study. Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession.
- All graduate credit in a doctoral program must be at 5000 level or higher.
- At least one-half of the credit hours used to meet program requirements must be in 6000-level or 7000-level courses, including the allowed number of research and dissertation hours.
- Only graduate level credit with a grade of "C-" or higher may be used to satisfy degree requirements.
- A university-wide minimum of at least 27 hours of formal coursework exclusive of Independent Study (XXX 6908) is required for all doctoral programs; some programs require a greater number of formal coursework hours.
- A university-wide minimum of at least 15 hours of dissertation credits is required for all doctoral programs, although some programs require a greater number of dissertation hours. In no case will the number of dissertation hours in excess of the amount required by a program be counted toward degree completion.

Candidacy

Admission to Candidacy

A student must demonstrate his or her readiness for the Ph.D. program by successfully completing the candidacy examination before admission to full doctoral status and enrollment into dissertation hours. The Candidacy Examination should be taken when the student is nearing the end of coursework. The exam is administered by the members of the student's dissertation advisory committee or another appropriate committee appointed by the program. External committee members of the dissertation advisory committee are not appointed until after the

student has passed the Candidacy exam. The admission to candidacy will be approved by the program director and the college coordinator and forwarded to the UCF College of Graduate Studies for status change. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980).

Doctoral students admitted to candidacy are expected to enroll in dissertation hours and to devote full-time effort to conducting their dissertation research and writing the required dissertation document. Students in doctoral candidacy must continuously enroll in at least three hours of dissertation course work (XXX 7980) each semester (including summer) until the dissertation is completed.

Candidacy Examination

The purpose of the Candidacy Examination is for the student to demonstrate a strong foundation of knowledge within the specific discipline, and the ability and preparation to conduct independent scholarly research. The committee may examine a broad range of appropriate capabilities, including theory, bibliography, research methodology, and the evaluation of preliminary research, when appropriate. The examination must have a written component; it also may include an oral defense of a written report or dissertation proposal. All written examination materials will be kept in the student's file in the program.

Dissertation Defense

The dissertation defense is an oral presentation and defense of the written dissertation describing the student's research. The advisory committee will evaluate and judge the dissertation defense. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study.