

MINUTES  
GRADUATE COUNCIL  
September 18, 2002  
1:30 P.M.

MEMBERS PRESENT: Dr. Winfred Phillips, Chair, Dr. Jeffrey Adler, Dr. James Algina, Dr. Russell Bauer, Dr. William Calin, Dr. Lauren Chapman, Dr. Richard Condit, Mr. Jason Gainous, Dr. Christiana Leonard, Dr. Jose Principe, Dr. Richard Romano

MEMBERS ABSENT: Dr. Marjorie Hoy, Dr. James Jones, Dr. Stephen Pearton, Dr. Henri Van Rinsvelt

GUESTS PRESENT: Mr. Bill Radunovich

STAFF PRESENT: Dr. Kenneth Gerhardt, Ms. Linda Vivian, Ms. Lorna Dishman, Ms. Gann Enholm, Mr. Gary Hartge, Ms. Helen Martin

Dr. Winfred Phillips, Chair, called the meeting to order at 1:35 p.m. Dr. Russell Bauer, representative from the Graduate Coordinators Advisory Council, Jason, representative from the Graduate Student Council, Dr. Jeffrey Adler, Dr. Jose Principe, Dr. Christiana Leonard, and Dr. Richard Romano were welcomed as new members to the Graduate Council.

**I. ACTION ITEMS**

1. The minutes of the April 23, 2002, Graduate Council meeting were approved unanimously.
2. Linda Vivian from the Graduate School presented a proposal to revise the transfer of credit policy. The first policy was approved by the Graduate Council in 1953, and since that time a number of other policies have been implemented. Over time, the policies have become inconsistent, especially with the creation of nontraditional degree programs. The intent for the proposed policy revision is to streamline the process and construct an equitable system for credits earned at the University of Florida and elsewhere within the same degree level. The proposal was broken down into four components that were considered separately by the Council.

a. Master's degrees.

Current Policy

Masters.—Only graduate level work to the extent of **9 semester hours**, earned with a grade of A, B+, or B, may be transferred from an institution approved by the Graduate School or 15 semester hours from postbaccalaureate work at the University of Florida.

Issue

The transfer of credit policy has evolved to favor students whose previous course work was taken at another institution. Currently, 9 credits may transfer from a master's degree earned at another institution while concurrent degree students (students pursuing two master's degrees concurrently) at UF may only share 6 credits. There is no explicit policy to address a transfer of credit from a previously earned master's degree earned at UF to a second master's degree.

Proposed Policy

Masters.—Only graduate level work to the extent of **9 semester hours**, earned with a grade of A, B+, or B, may

be transferred from institutions approved by the Graduate School or 15 semester hours from postbaccalaureate work at the University of Florida. No more than **9 credits** of course work from one master's degree may be applied toward meeting the requirements for a second master's degree.

*The Council approved the proposal unanimously with the additional wording "Departments have the discretion to determine if credits are appropriate for transfer within the maximum credits allowed."*

b. Concurrent degrees.

Current Policy

...If the student is approved to pursue two master's programs, no more than six hours of course work from one degree program may be applied toward meeting the requirements for the second master's degree. These six hours must be by petition to the Dean of the Graduate School

Issue

The concurrent degree policy was intended for students to pursue two master's degrees concurrently. By submitting the appropriate departmental approvals and programs of study, students may co-mingle course work for both degrees. Without the appropriate approvals, all course work taken prior to earning the first degree will count toward the first master's degree. Under the current policy, concurrent students may only share 6 credits, but 9 credits could be transferred from a previously earned master's degree. Therefore, the policy favors credits earned elsewhere. We propose that the concurrent degree shared credit policy be consistent with the general transfer of credit policy for master's degrees.

Proposed Policy

...If the student is approved to pursue two master's degrees, no more than 9 credits of course work from one master's degree program may be applied toward meeting the requirements for the second master's degree. These 9 shared credits must be approved by the Graduate School.

*The Council approved the proposal unanimously.*

c. Professional degrees.

Current Policy

Professional Work.—Graduate students may receive credit toward their degrees for courses in professional programs (e.g. JD, MD, DDS, DVM, PharmD) when their advisers and graduate coordinators certify that the course work is appropriate for their programs and when the students receive permission from the departments and colleges offering the courses. A list of such courses for each student must be filed with the Graduate School Records Office.

Issue

There are two issues with transferring professional course work: 1) no maximum limit on transferable credits, and 2) differences in the definition of satisfactory grades. Under the current policy, all credits from a professional degree could be transferred to a graduate program at the request of the department. Further, a C grade is considered satisfactory for professional course work but the transfer of credit policy states that only course work of B or better is eligible for transfer. Should there be a limit on professional course work that may be transferred to a graduate program? Should C-graded professional courses be eligible for transfer?

Proposed Policy

Professional Work.—Graduate students may receive credit toward their degrees for courses in professional programs (e.g. JD, MD, DDS, DVM, PharmD) when their advisers and graduate coordinators certify that the course work is appropriate for their programs and when the students receive permission from the departments and colleges offering the courses. Up to 9 credits earned with a letter grade of A, B+ or B may be counted toward a master's degree and 30 credits toward a doctoral program. A list of such courses for each student must be filed with the Graduate School Records Office.

*The Council approved the proposal unanimously with the additional wording "Departments have the discretion to determine if credits are appropriate for transfer within the maximum credits allowed."*

#### d. Doctoral degrees.

##### Current Policy

**PhD.**—No more than **30 hours of a master’s degree** from another institution will be transferred to a doctoral program. If a student holds a master’s degree in a discipline different from the doctoral program, the master’s work will not be counted in the program unless the department petitions the Dean of the Graduate School. All courses beyond the master’s degree taken at another university, to be applied to the PhD degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be letter graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee. The total number of credits (including 30 for a prior master’s degree) that may be transferred **cannot exceed 45**, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate-level credits earned at the University of Florida (e.g. a master’s degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. In such cases, it is essential that the petition demonstrate the relevance of the prior course work to the degree presently being sought.

##### Issue

It is becoming more common for doctoral students to request transfer of graduate credits taken at another institution without having an earned master’s degree. In recognition that a collection of courses does not constitute a master’s degree, we propose to use the criteria for transfer to a master’s program (9 credits) plus post-master’s (15 credits) for a total of 24 credits. This new policy would address most students in this circumstance. Special circumstances may be petitioned to the Graduate School.

##### Proposed Policy

**PhD.**—No more than **30 hours of a master’s degree** from another institution will be transferred to a doctoral program. All courses beyond the master’s degree taken at another university, to be applied to the PhD degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be letter graded A, B+ or B and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee. The total number of credits (including 30 for a prior master’s degree) that may be transferred **cannot exceed 45**. If the student does not have a master’s degree, the total number of credits eligible for transfer to a doctoral program from another institution **cannot exceed 24 credits**. In all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate-level credits earned at the University of Florida (e.g. a master’s degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by request to the Graduate School. In such cases, it is essential that the request demonstrate the relevance of the prior course work to the degree presently being sought.

In some disciplines, the master’s degree is required before pursuing a doctorate, and in other disciplines a master’s degree is awarded for work completed when a doctoral student is not admitted to candidacy. Therefore the Council members felt that doctoral students without a master’s degree should be eligible to transfer the same number of credits as those with an earned master’s degree. The proposal was modified to read, “If the student does not have a master’s degree, the total number of credits eligible for transfer to a doctoral program from another institution **cannot exceed 30 credits**,” and the statement, “Departments have the discretion to determine if credits are appropriate for transfer within the maximum credits allowed,” was added. *The Council approved the proposal unanimously as modified.*

The new policies for transfer of credit will be effective, Fall 2003.

## II. DISCUSSION ITEMS

1. Dr. Kenneth Gerhardt from the Graduate School requested guidance from the Graduate Council regarding faculty members pursuing a graduate degree and graduate students who are appointed as faculty before the degree is awarded. The current policy discourages this activity; however, there is an increase in the number of persons

requesting a waiver. The consensus of the Council was that serving in these roles simultaneous is not inherently improper, but contains the potential for conflict of interest. As long as the petitioner demonstrates that the roles of student and employee are separate and distinct, approval may be granted.

The meeting was adjourned at 3:00 p.m.