

**CAH GRADUATE
INFORMATIONAL
SESSION**

FALL 2016

AGENDA

- Introductions
- New Policies for 2016-2017: College of Graduate Studies
- College of Graduate Studies updates
- Beware and Be Aware!
- Graduate Assistantship Update
- Website
- Reminders

NEW POLICIES/PROCEDURE FOR 2016-2017: COLLEGE OF GRADUATE STUDIES

- Enrollment in Thesis/Dissertation Hours: Student must be enrolled in the at least 3 hours until the program minimum has been reached.
 - Doctoral students: “The university requires all doctoral students to take a minimum of 15 credit hours of doctoral dissertation hours; however, specific programs may require more than this minimum. Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (XXX 7980) credit hours constitutes full-time graduate status. **Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (XXX 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until completion of minimum program coursework and dissertation hours.** After which, with approval of the dissertation chair or advisor, students may enroll in minimum of one dissertation hour per semester. Students who need to interrupt their dissertation work for extenuating circumstances must submit a Leave of Absence Form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.”
 - Masters students: “After completion of other course requirements, master's level students may be considered full-time if they enroll in at least three credit hours of thesis (XXX 6971) hours only. **They subsequently must enroll in three thesis hours each semester continuously (including summers) until successful completion of minimum program coursework and thesis hours.** After which, with approval of the thesis committee chair or advisor, students may enroll in minimum of one thesis hour per semester. Students enrolled in thesis hours simultaneously with coursework hours must be enrolled in a combined nine credit hours to be considered full time for the fall and spring semesters, or six credit hours to be enrolled full time in the summer semester. Students who need to interrupt their thesis work for extenuating circumstances must submit a Leave of Absence Form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.”

NEW POLICIES/PROCEDURE FOR 2016-2017: COLLEGE OF GRADUATE STUDIES

- Graduate Certificates – No more 3 year policy!
 - Graduate certificate students will now follow the 7-year course expiration policy (like the masters and doctoral programs).
 - Should be for all certificate students, past and present.
- Possible upcoming Policy discussions:
 - Summer enrollment for thesis and dissertation

COLLEGE OF GRADUATE STUDIES UPDATES

- Key staff updates:
 - Dr. Elizabeth Klonoff is the new Vice President for Research and Dean of College of Graduate Studies.
 - Brian Graham, manager of Information Tech and Admissions
 - See updated handout

BEWARE AND BE AWARE!

- Overall CAH admissions are up!
 - Fall 2016 Applications: 497 (466 for 2015)
 - Fall 2016 Admits: 282 (232 for 2015)
- Thesis and Dissertation Announcements:
Send out two weeks before defense.
- Thesis and Dissertation Approval forms: All items should be filled out!

B&B CONTINUED

- Remember to check all enrollment forms that come my way
 - All areas should be filled out.
 - Signatures need to be present
 - PID/EMPL instead of NID
 - XXX 6918 is being graded as S/U from now on
 - Instructor of record for the course should be on contract
 - New Restricted Registration process sheet!
 - Updated form!
- In cases where a student changes from thesis to non-thesis, up to 6 (six) thesis hours may be used to substitute for other research hours.

GRADUATE ASSISTANTSHIP UPDATE

- As of today....
 - 98% of all GAA forms are complete
 - 96% of all GAA's have ePAFs numbers assigned
 - 93% of ePAFs are complete
- Any late GTA's? Let me know and don't forget a Late Justification form
- Final Deadline for Completing Assistantship Hiring: September 15, 2016

WEBSITE

- CAH Graduate Support Site: <http://graduate.cah.ucf.edu/>
- Username and password is now your domain name and password (username and password for your work computer)
 - Username: cah\domain name
 - Password: Whatever your domain password is
- Updated all pages and that should show sometime over the next two weeks

REMINDERS

- New program director/staff/faculty training
- Contact Info: Trisha Farmer, trisha.farmer@ucf.edu, 407-823-4239
- Handouts
- Summer 2016 and Fall 2016 Graduation Update
- Course Advertisement
- Remind Students to enroll in courses!
- UCF Grad Fair, **Wednesday, Sept. 21, 2016 from 4:30pm to 7:30pm in Pegasus Ballroom, Student Union**
- **CAH Graduate Curriculum workshop:** Sometime in September, information will be sent out soon
- **CAH Recruitment/Admissions/Enrollment Workshop:** Sometime in September/October



Questions?