

# Office of Graduate Studies Brown Bag

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TUESDAY, NOVEMBER 15, 2016

10:00 AM | TECO ROOM

# Welcome

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DR. RUTH BAHR,

*ASSISTANT DEAN, OFFICE OF GRADUATE STUDIES*

# Welcome

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- Drops/Withdrawals
- Transfer of Credit (External Institutions to USF Tampa)
- Major Professor
- Doctoral Committee Composition
- Petitions Transition

# Drops/Withdrawals

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# Drops/Withdrawals

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**Drop** - A student may drop a course(s) during the drop/add periods (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

**Withdrawal** - A student may withdraw from a course(s) between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). However tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawal between the second and tenth week of the semester. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable. Students who withdraw may not continue to attend classes.

# Drops/Withdrawals

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**Effective Fall 2016**, all graduate students will be limited to a total of two course withdrawals while enrolled as a degree-seeking or a non-degree seeking taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Office of Graduate Studies via the Graduate Petition process.

# Transfer of Credit (External Institution to USF Tampa)

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# Transfer of Credit

## (External Institution to USF Tampa)

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Students may transfer graduate-level structured coursework into their graduate program taken at regionally accredited institutions, including USF System Institutions (USF St. Petersburg, USF Sarasota-Manatee), with the approval of the graduate program, college, and Office of Graduate Studies.

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.
- May transfer in up to 50% of a given graduate degree program's total minimum hours as reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums. Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit. Individual Graduate Programs may have more restrictive requirements.



# Transfer of Credit

## (External Institution to USF Tampa)

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- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
- Must not be older than ten years at the time of graduation or course currency is required.

# Major Professor

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# Major Professor

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- Major Professors must meet the following requirements:
  - Be from the student's home Department (or serves as a co-major professor with someone from the Department);
  - Be graduate faculty\*, as defined by the University, from the student's academic area;
  - Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements;
  - Be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years;
  - Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor.

*\*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty*

# Doctoral Committee Composition

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# Doctoral Committee Composition

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The Doctoral Dissertation Committee will consist of at least four members

- the Major Professor must be from the student's department and academic area
- two additional members must come from the academic area (i.e. discipline) of the student
- at least one external member (from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline)
- a minimum of two members, including the Major Professor, must be from the student's Department and graduate faculty by definition.

*Faculty holding joint or adjunct appointments in the degree-granting academic unit (i.e., Department or equivalent) cannot be external members on a student's committee.*

# Doctoral Committee Composition

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Some Colleges have a Program Committee comprised of graduate faculty, who advise the student from admission up to doctoral candidacy, when the formal Doctoral Dissertation Committee is formed. As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Office of Graduate Studies. The Doctoral Committee will approve the student's course of study and plan for research, supervise the research, grade the written comprehensive qualifying examination, read and approve the dissertation for content and format, and conduct the dissertation defense.

# Petitions Transition

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MATHDANY CLARK

*ACADEMIC SERVICES ADMINISTRATOR, OFFICE OF GRADUATE STUDIES*

# Questions?

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# 2016-2017 Brown Bag Schedule

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|---------|-------------------|-------------------|-----------|
| Tuesday | December 13, 2016 | 10:00am – 12:00pm | TECO Room |
| Tuesday | January 17, 2017  | 10:00am – 12:00pm | TECO Room |
| Tuesday | February 14, 2017 | 10:00am – 12:00pm | TECO Room |
| Tuesday | March 7, 2017     | 10:00am – 12:00pm | TECO Room |
| Tuesday | April 11, 2017    | 10:00am – 12:00pm | TECO Room |
| Tuesday | May 16, 2017      | 10:00am – 12:00pm | TECO Room |

**Grad Program Director/Coordinator Webpage:**

<http://www.grad.usf.edu/graduate-directors.php>

Email: [mcordner@usf.edu](mailto:mcordner@usf.edu)