

Office of Graduate Studies Brown Bag

TUESDAY, JANUARY 16, 2018

10:00 AM | TECO ROOM

Welcome

MATHDANY CLARK

ACADEMIC SERVICES ADMINISTRATOR, *OFFICE OF GRADUATE STUDIES*

Welcome

- Admissions Update
- Transfer Courses
- Leave of Absences/ Continuous enrollment
- ReAdmit after Probation 3
- WRS Reports

Admissions Update

DR. GLEN BESTERFIELD

PAUL CRAWFORD

OFFICE OF ADMISSIONS

Admissions

- Admissions Update

OGS Updates

DR. RUTH BAHR

MATHDANY CLARK

OFFICE OF GRADUATE STUDIES

Course Transfers

External Institution Course Equivalency

All course transfer request should follow the course transfer policy. Undergraduate level courses from external institutions cannot be equivalent to USF's graduate level courses.

How to Verify Course Level Equivalency

- Check transcripts
- Check Institution's website
- Confirm with Institution's registrar
- International course transfers must have U.S. equivalency, if not determined on transcript.

ALL EXTERNAL COURSE TRANSFER MUST BE APPROVED BY OFFICE OF GRADUATE STUDIES

Leaves of Absence

http://www.grad.usf.edu/policies_Sect7_full.php#loa

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Office of Graduate Studies website. The LOA must be approved by the Major Professor, the Major, the College, and the Office of Graduate Studies, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from a LOA must contact the registrar's office for reactivation.

Leaves of Absence

LOAs are denied if:

- The request is for less than 3 semester
- The student has passed time to degree
- The request is submitted after the start of the semester (no retroactive LOA)

LOA requests should not be used to justify continuous enrollment requirements for Doctoral candidates.

ReAdmit After Probation 3

Students with GPAs less than 3.0 for three semesters are removed from their courses for the next semester. Departments/Advisors must determine if the student can achieve a cumulative GPA of 3.0 in one semester after readmission. Departments must work with the student by completing:

- GPA calculator (reflecting a 3.0)
- Graduate Petition form
- Personal Statement

WRS Reports

Departments/Colleges can run a WRS report to help identify

- Newly Admitted Students
- Current Students in specific programs
- Time to degree
- Graduate Certificate students
- Graduation Application Status
- Course Schedule

<https://www.registrar.usf.edu/reportingsystem/V6/reports.php?>

Office of the Registrar can assist with creating reports.

WRS Reports

[College: Graduates by Level, Major, Dept and/or Grad Term](#)

[College: Graduation Applicants by Grad Term](#)

[College: Graduation Application Status](#)

[College: New Admits](#)

[College: Non-Graduating Students w/Email Addresses](#)

[College: Potential Duplication of Graduation Applications](#)

[College: Pre-medical Sciences \(PMS\) Redirection Report](#)

[College: Probation Warning Report](#)

[College: Reinstatements by Academic Standing Override, Term and College](#)

[College: Student Listing All by Level, Student Status and College](#)

[College: Student Listing by College and Major with Academic Standing](#)

[College: Student Listing by College and Major with Contact Information](#)

[College: Student Listing by Major with Residency and Graduation Status](#)

[College: Student Listing by Term, College, Registration Status and Part-of-Term](#)

Questions?

February 20, 2018 Agenda

Location TECO Room 10am -12pm