Office of Graduate Studies
Brown Bag

TUESDAY, AUGUST 21, 2018
10:00 AM | MSC 4200
Welcome

MATHDANY CLARK

ACADEMIC SERVICES ADMINISTRATOR, OFFICE OF GRADUATE STUDIES
Welcome

• Admissions
• Graduate Policies
• Curriculum Announcement
• Graduate Form
• Important Contacts
Admissions Update

DR. GLEN BESTERFIELD
FRANCISCO VERA
OFFICE OF ADMISSIONS
Graduate Policy Update

English Proficiency clarified proficiency requirements

Applicants whose native language is not English must demonstrate proficiency in English by submitting acceptable scores on one of the English proficiency tests listed below. Scores must have been earned within two (2) years of the desired term of entry. Applications submitted with English proficiency scores that do not meet the minimum requirements will be denied.

- Test of English as a Foreign Language (TOEFL iBT) 79 or higher on the Internet based test
- International English Language Testing System (IELTS) 6.5 or higher
  - INTO English Language Assessment (IELA) 176 or higher (with minimum sub scores of 169)
  - Cambridge English First (FCE) 176 or higher (with minimum sub scores of 169)
  - Pearson Test of English Academic (PTE-A) 53 or higher
  - GRE Verbal Exam 153 (or equivalent)
- By earning a baccalaureate or higher degree at a regionally accredited institution in the US
- By successfully completing INTO USF’s Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1852 with a Satisfactory grade.

*Proof of English proficiency (additional documentation or exam scores) may be requested based upon information provided in the application.
Graduate Policy Update

Accelerated Programs
Accelerated Majors allow highly qualified undergraduate students to complete a Bachelor’s degree and a master’s degree or a Bachelor’s degree and a professional doctorate.

Dissertation Defense
Addressed online defenses using video conferencing

Internal Application of Credit
All non-degree seeking coursework that is applicable to the major, taken from USF will be applied…
Graduate Policy Update

Change of Major
Revised GPA requirements for a Change of Major to allow for change of major with less than a 3.00 if the incoming major approves.

Graduate Certificates
Clarified that courses must be taken at USF.
Curriculum Processing Suspension

DR. RUTH BAHR
ASSOCIATE DEAN OF OFFICE OF GRADUATE STUDIES
Curriculum Processing Suspension

Course and Concept Proposals

Effective July 6, 2018, The USF System Academic Leadership Council (SALC) approved to temporarily suspend action on all proposed curricular additions and changes that are non-essential to USF consolidation, not required by accreditation, and/or not responsive to documented workforce needs. This temporary suspension applies to the development and revision of individual courses, with the exception of new courses proposed for replacement of selected/special topics courses and Tampa’s Enhanced General Education Program.

If you have a selected/special topics course that requires conversion to a permanent number, please note this in the Justification section of the course proposal.
Graduate Forms

MATHDANY CLARK

OFFICE OF GRADUATE STUDIES
OGS updated some graduate forms and created a new form. All forms used by the departments must be the most updated forms from our website http://www.grad.usf.edu/student-forms.php.

**Updated forms**
- Change of programs: power to act is removed and GPA information added to form.
- Time Limit Extension: include expected graduation date added to form.
- Reinstatement: include LOA information and expected graduation date.
- Course Transfer: include official transcript statement.

**New Form**
- Graduate Medical Form: must be submitted with the fee adjustment form.
OGS Contacts

MATHDANY CLARK

OFFICE OF GRADUATE STUDIES
<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Email</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kiri Kilpatrick  Associate Director</td>
<td><a href="mailto:kiri@usf.edu">kiri@usf.edu</a></td>
<td>Post Doctoral Affairs</td>
</tr>
<tr>
<td>Carol Hines-Cobb  Assistant Director</td>
<td><a href="mailto:cdh@usf.edu">cdh@usf.edu</a></td>
<td>Curriculum and Catalog</td>
</tr>
<tr>
<td>Joseph Butts  Assistant Director</td>
<td><a href="mailto:tron@usf.edu">tron@usf.edu</a></td>
<td>RCR hold and OGS access (BDMS/OGS portal, GA worksheet) and TA</td>
</tr>
<tr>
<td>Elizabeth Fernandez  Fiscal &amp; Business Manager</td>
<td><a href="mailto:efernand@usf.edu">efernand@usf.edu</a></td>
<td>Fellowship and Scholarship Inquiry</td>
</tr>
<tr>
<td>Mathdany Clark  Academic Svcs Admin</td>
<td><a href="mailto:mnoel@usf.edu">mnoel@usf.edu</a></td>
<td>Petitions and Graduate Policy and Procedures</td>
</tr>
<tr>
<td>Brandis Waiz  Academic Program Specialist</td>
<td><a href="mailto:bwaiz@usf.edu">bwaiz@usf.edu</a></td>
<td>Course submission</td>
</tr>
<tr>
<td>Javier Rodriguez  Fiscal Business Specialist</td>
<td><a href="mailto:jrodriguez@usf.edu">jrodriguez@usf.edu</a></td>
<td>GA Waivers</td>
</tr>
<tr>
<td>Olivia DeSantis Administrative Specialist</td>
<td><a href="mailto:omd@usf.edu">omd@usf.edu</a></td>
<td>Electronic Thesis and Dissertation</td>
</tr>
<tr>
<td>Jessica Sonnenschein Receptionist</td>
<td><a href="mailto:sonnenschein@usf.edu">sonnenschein@usf.edu</a></td>
<td>General Graduate Inquiry</td>
</tr>
</tbody>
</table>
Grad-PDA Subscription

To Subscribe:
Start a new email in Microsoft Outlook.

Click the **Format Text** tab and then select **Plain Text**.

In the **TO:** field, type: **listserv@listserv.admin.usf.edu**

In the body of the email, type: **sub grad-pda**

Send the email without a subject line.

In a few minutes, you should receive a confirmation email, asking you to reply to confirm subscription.

Reply to that email and you should be all set!

To Unsubscribe:
Start a new email in Microsoft Outlook.

Click the **Format Text** tab and then select **Plain Text**.

In the **TO:** field, type: **listserv@listserv.admin.usf.edu**

In the body of the email, type: **signoff grad-pda**

Send the email without a subject line.

In a few minutes, you should receive a confirmation email.
Questions?